



Vocational Education and Training *2025*

Gisborne Secondary College

Respect – Achievement – Innovation – Diversity



95 Melton Rd,

Gisborne VIC 3437

Phone: 03 5428 3691

Email: gisborne.sc@education.vic.gov.au

<https://gisbornesc.vic.edu.au/>



Acknowledgement of Country

Gisborne Secondary College acknowledges the Wurundjeri people as the traditional owners of the country upon which we learn and work.

We recognise their continuing connection to land, water and community and pay respect to Elders past, present and emerging.

Table of Contents

<i>What is Vocational Education and Training?</i>	4
<i>Advantages of VET</i>	5
<i>Glossary of Terms: VET Language</i>	5
<i>VET Course Requirement</i>	6
<i>How to Apply</i>	8
<i>School Based Apprenticeship and Traineeship (SBAT)</i>	9
<i>Employment Opportunities via VET</i>	10
<i>VET Offerings</i>	12
VET Active Volunteering	13
VET Agriculture	14
VET Allied Health	15
VET Animal Studies.....	16
VET Automotive Studies	17
VET Beauty Studies.....	18
VET Building and Construction (Carpentry)	19
VET Civil Construction.....	20
VET Community Services.....	21
VET Cooking	22
VET Early Childhood Education Care	23
VET Dance 1.....	24
VET Dance 2.....	25
VET Electrotechnology	26
VET Engineering.....	27
VET Equine Studies.....	28
VET Furniture Making.....	29
VET Information, Digital Media & Technology	30
VET Music and Sound Production	32
VET Plumbing	34
VET Retail	35
VET Salon Assist.....	36
VET Screen Media	37
VET Sports and Recreation	38
VET Workplace Skills.....	39
<i>VET Agreement 2025</i>	40

Please note all information in this handbook is correct as of publication July 2024.



What is Vocational Education and Training?

Vocational Education and Training refers to enhanced senior school studies, which enable a secondary student to combine their VCE or VCE-VM studies with vocational training.

Features of VET

- VET is usually a two-year program combining VCE / VCE-VM studies with accredited vocational education and training.
- VET enables students to complete a nationally recognised vocational qualification (e.g. Certificate II in Screen Media) and the Victorian Certificate of Education (VCE) or Victorian Certificate of Education – Vocational Major (VCE-VM) at the same time.
- VET allows students to go directly into employment or receive credit towards further study. Important Industry Specific Skills and workplace skills are learnt through the VET program.

How Does VET Work?

A VET in Schools program is usually made up of VCE VET units which are delivered by the students' school or another school via registered training organisations or at a TAFE location.

Structured Workplace Learning (SWL)

Structured Workplace Learning (SWL) enables students to undertake work with an employer that allows the student to demonstrate their acquired skills and knowledge in an industry setting. During the Structured Workplace Learning, a student will have specific tasks to undertake in order to demonstrate competence. Students will be regularly monitored and may be assessed on the job.

Year 10 and VCE students will need to complete SWL outside of school hours or in school holiday time to minimize impact on their studies. The VCE-VM program has more flexibility.

Contribution to The VCE & VCE-VM

- All VCE VET programs contribute to VCE Units that provide credit towards the VCE in the same way as a VCE study.
- Most VCE VET programs can provide credit for VCE Units 1 to 4. A small number of shorter qualifications can provide credit for VCE Units 1 and 2 only.
- Some VCE VET programs are scored and some VCE VET programs are unscored.
- VCE VET programs with a Units 3 and 4 sequence can be included in the calculation of your ATAR.
- Scored VCE VET programs give you a study score for the Units 3 and 4 sequence that is achieved through school-assessed coursework and an externally set examination.
- Scored VCE VET programs provide a study score that contributes directly to your ATAR, either as one of your primary four studies or as a fifth or sixth study increment.
- Unscored VCE VET programs do not give you a study score, but they can still contribute to your VCE.
- When you receive a Units 3 and 4 sequence towards your VCE from an unscored VET program, they may contribute towards the calculation of your ATAR by VTAC.
- A VET program will contribute to the 180hrs requirement of the VCE-VM.

Advantages of VET

VET Increases Students' Learning Potential

- Broadens VCE/ VCE-VM options.
- Develops the student's capacity to make decisions and solve problems.
- Helps students to gain confidence and improve communication and interpersonal skills through learning in an adult environment.
- Matches student interest and career directions through the provision of strong pathways.

VET Gives National Qualifications and Skills

- Upon successful completion of the program, students are awarded a nationally accredited vocational training certificate.
- VET qualification articulates directly into further education and training at TAFE, e.g. Cert II in Automotive Technology provides students with a pre apprenticeship in this industry area.
- VET provides access to a range of different technologies related to the workplace.

VET Prepares Students for The Workforce

- Expands post school opportunities.
- Provides the opportunity to trial a career.
- Helps students explore possible areas of interest, which promote further study and work choices.
- Allows students to develop strong links with industry and local community employers. Students may be offered part time or casual work.
- Improves employment prospects.
- Helps students gain knowledge of employer's expectations and real working conditions.
- Develops student's capacity for co-operation, teamwork and leadership skill development.
- Assists the transition from school to work.

Glossary of Terms: VET Language

Articulate	Simple way of connecting one level of training with another higher level.
Auspiced by	Course delivered by a school but overseen by a Registered Training Organisation.
Competency	A distinct work performance specified in terms of what should be done and the standard to which it must be performed, as required by industry.
Module	A unit of study in a VET course.
Nationally accredited	A qualification which is valid and recognised throughout the nation.
Pathways	Ways to develop a person's career opportunities.
RTO	Registered Training Organisation. Are registered with the Australian Government Department of Education and Training.
Stream	A theme of study made up of several modules of a VET course.
Structured Workplace Learning	Workplace learning that is undertaken as part of an accredited vocational training program such as VCE-VM or VET.
Vocation	Is a chosen field of work or career.

VET Course Requirement

Students enrolling in a VET program will be required to complete a VET Contract covering their code of conduct. Further to this, additional course requirements set out by Gisborne Secondary College and/or RTOs must also be adhered to.

It is important that parents and students take time to read the course requirements and student responsibilities before submitting an enrolment form.

Students enrolling in a VET program will be required to complete:

- A VET Agreement covering their code of conduct.
- Additional course requirements set out by the Registered Training Organisation (RTO).
- A student readiness test for Electrical and Allied Health courses.
- It is important that parents and students take time to read the course requirements and student responsibilities before submitting an enrolment form.
- A Unique Student Identifier (USI) 10-digit number to enrol into VET courses. You can create or retrieve your USI number from usi.gov.au

Cost

The tuition and standard material costs are covered by the Victorian Department of Education.

Students Absences

In order to successfully complete the course students are expected to attend ALL VET Classes. Students are permitted two absences (8 hours) a Semester or four (16 hours) for the year. An additional two approved absences will be allowed for school camps, excursions or illness with medical certificate.

Make Up/Catch Up Classes

Students may be required to attend make up classes after school or during school holidays.

Absence From Assessed Task

Units 3 & 4 Students who are absent on a day when an assessed task is held must contact their VET Coordinator at school and their VET classroom teacher by 9.00am. On return to school, provide a parental note and/or doctor's certificate. The VET Coordinator in conjunction with the VET teacher/trainer will determine whether the absence is excused and whether rescheduling the missed task will be granted.

Students who fail to report to their VET Coordinator on their first day back will not have their assessment task rescheduled.

Punctuality

All students are expected to arrive on time to class. Students who arrive late will be marked as 'late' on the roll and may be asked to make up the missed class time outside regular class hours.

Work Requirements

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

STUDENTS WHO FAIL TO COMPLETE SET TASKS, BY THE END OF THE TERM THAT THE TASKS WERE SET, WILL BE WITHDRAWN FROM THE PROGRAM.

Uniform

Students are expected to attend VET classes in their home school uniform or VET uniform if the course requires. Information on uniforms will be provided at Orientation.

Student Behaviour

Students will abide by the trainer's rules and the rules of the Delivery School whenever they are on the site. This includes meeting Occupational Health and Safety Requirements in and out of the classroom. Attitude and behaviour are to be of the expected standard and comply with the VET Student Contract.

Transport Arrangements

Students are expected to make their own travel arrangements to and from VET venues. If applicable, transport cost reimbursements can be arranged via the LLEN. Please see the Careers Team for further information. Additionally students can apply for a Student Concession Card via Public Transport Victoria <https://www.ptv.vic.gov.au/tickets/myki/concessions-and-free-travel/children-and-students/school-students/>

Work Placements

- The time and arrangements for structured workplace learning will vary for each program.
- Travel to and from work placements is the responsibility of the student.
- Students are encouraged to find their own work placements.
- SWL helps students develop the vocational skills and knowledge learnt in their VET class with an employer in a real working environment. The SWL portal is a state-wide FREE website that assists VET students in finding quality SWL employers. These SWL opportunities are available for VET students who are prepared to work and develop their understanding of the workplace. Opportunities can be for one-day-a-week or a week(s) block during school term or school holidays.

The SWL portal will have a range of SWL opportunities which meet your study needs.

Go to www.workplacements.education.vic.gov.au to search for an appropriate employer for your SWL hours. Check that you can actually obtain transport to the employer's place of business and that the available dates match your SWL needs. If the opportunity is suitable, remember to SHARE the SWL opportunity with your teacher who will assist you with your SWL Arrangement Form.

Enrolling in Units 3 & 4

It is highly recommended that students complete Units 1 & 2 before enrolling in Units 3 & 4. A Certificate cannot be completed without completing units 1-4. Some certificates are partial completions.

FAILURE TO ABIDE BY THE ABOVE MAY RESULT IN STUDENT WITHDRAWAL FROM THE PROGRAM.



How to Apply

Interested applicants should contact the Careers Team to discuss VET options.

It is strongly recommended that any students who are undecided regarding a VCE or VCE-VM program should select a VET subject as part of their senior school program. Students who opt to undertake VCE-VM after the commencement of the school year may not be able to access VET due to demand. Interested applicants should complete the Online Expression of Interest and Student Contract.

The VET Application Process:

1. Attend Course counselling at GSC.
2. Study the Course requirements of your chosen VET.
Note: some VET courses require a high standard of Math or understanding of English.
3. Take a VET Readiness test if applying for Electrical or Allied Health.
4. Attend a course guidance counselling session with a member of the Careers Team.
5. Fill in an expression of interest form
6. Apply for a place in Victorian Certificate Education - Vocational Major by due date: **Friday 9th August.**
7. VET Coordinator will submit an expression of interest with Registered Training Organisations.
8. An offer of placement will be sent to you. If course demand is high, RTO will prioritise candidates.
9. Accept the offer and go through the enrolment process with the RTO if a placement is offered.
10. Attend Orientation Day.
11. Discuss options with Careers Practitioner if you are not offered a place.

Students must select VET as a subject in their course selections if they wish to complete a VET subject in 2025.

Ensure you submit your subject preferences online, by the due date **Sunday 11th August.**

PLEASE NOTE:

- VET courses are subject to change. Courses delivered at different RTO's may vary slightly. Students will be notified of changes prior to course commencement.
- No guarantee can be given that every VET course will run or that every student will gain a place in their chosen VET course.
- VET courses will run based on student numbers across participating schools.
- RTOs are correct at the time of printing but are subject to change.

VET courses are for the full year, students are not permitted to change VET courses during the year.

Withdrawal From VET Courses

Please choose your VET course carefully and examine the modules you will be studying. Withdrawal from a VET will be granted if:

- Student has gained an apprenticeship and is moving into a higher course.
- Medically supported reasons.
- Change of mind before Census date: Monday 24th February 2025

Withdrawing from a course post census date, please see Senior School Programs Leader Katherine Smith to obtain a withdrawal from VET Form. Students who withdraw from a VET course will need to pick up a VCE subject.

School Based Apprenticeship and Traineeship (SBAT)

/HEADSTART

APPRENTICESHIPS AND TRAINEESHIPS

What is HeadStart?

HeadStart is a program that supports students in years 10-12 to participate in a school-based apprenticeship and traineeship (SBAT) program to develop skills, capabilities and confidence that employers in growth industries need. 'SBAT students receive paid on-the-job training that may contribute to their VCE, VCE -Vocational Major or VPC and leads to a qualification.

The program is undertaken under a Training Contract with an employer and has a training plan registered with the Victorian Registration and Qualifications Authority (VRQA).

The training must lead to a nationally recognised qualification. Students can join the Head Start program by talking to their school's career practitioner, who will connect them with their Head Start team. The team will carefully match the student with an employer.

HeadStart Aim

This study enables students to:

- Start their apprenticeship or traineeship whilst working toward a Year 12 completion
- Have an individualised school program
- Receive a qualification from a quality Registered Training Organisation (RTO)

Types of Assessment for this Industry Component

Suitable tasks for assessment in this may include the following:

- Attend school and work as per Head Start Pathway Plan
- Complete Units of Competency (UOC) in your chosen certificate to gain credits toward VCE-VM or VCE

Transfer Credit Rules

Where applicable, credit can be accrued across multiple certificates (for example, previous VET studies) up to 180 hours at the Unit 1-2 level. Students can get Unit 3-4 sequences when:

- 360 hours of a certificate III program is completed.
- Students who complete 180 nominal hours in a certificate II, then move into another certificate III or above in the same industry will also accrue credit.
- Students who complete 180 nominal hours in a certificate II and then enroll in an approved apprenticeship or traineeship will gain VCE-VM credit at unit 3-4 level.

This applies to:

- All SBATS in certificate III or above
- Certificate II traineeships that are in the same industry as VCE VET programs drawn from certificate II qualifications that provide VCE Units 1-4 credit (typically trade pathways or pre-apprenticeship qualifications)

For further information about Transfer Credit Rules, please contact the HeadStart Co-Ordinator, Careers or your year level leader.

Employability Skills

Employability skills accessible through the completion of an SBAT HeadStart Program include:

- | | |
|--|---|
| <ul style="list-style-type: none">• Communication• Planning and Organising• Teamwork• Problem-Solving | <ul style="list-style-type: none">• Self-Management• Initiative and Enterprise• Technology Use• Skills Learnt Related to Chosen Career |
|--|---|

Who do I contact about HeadStart?

HeadStart Co-Ordinator:

Sonya Carson 0460 333 414 sonya.carson@education.vic.gov.au



Employment Opportunities via VET

Acting

Actor, Drama Teacher, Lighting and Sound Technician, Technical Crew Member, Casting Consultant, Director, Make-up Artist, Writer.

Allied Health / Health Services Assistance

Nursing, Aged Care, Theatre Technicians, Dieticians and other related health care careers.

Animal Care

Veterinary services, animal breeding services, pet and companion animal services, captive wildlife operations.

Applied Fashion and Design

Textile Design, Pattern Making, Couture, Wardrobe Supervisor, Fashion Designer, Theatre and Film Costume, Clothing Production Manager, Retail Buyer, Sales Manager, Accessories Designer, Sales Assistant, Soft Furnishing Designer.

Automotive Technology

Light Vehicle Mechanic, Heavy Vehicle Mechanic, Panel Beater, Spray Painter, Automotive Electrician, Parts Interpreter, Mechanical Engineering and Aircraft Engineering.

Beauty

Beauty Therapist, Beautician, Make-up Artist, Nail Technician.

Building and Construction

Labourer Contractor, Inspector, Site Manager, Surveyor, Project Manager, Driver, Crane Operator, Administration.

Business Administration

Administrative Assistant, Receptionist, Secretary, Information Officer, Customer Service Officer.

Community Services

Social Worker, Nursing, Psychologist, Counsellor, Nanny, Youth Worker, Rehabilitation, Residential Care Worker, Welfare Officer, Personal Carer, Physiotherapist, Occupational Therapist.

Cookery/Hospitality

Executive Chef, Senior Cook, Apprentice Cook, Kitchen Hand, Cocktail/Lounge or Food Waiter, Bar Manager, Bar Attendant, Housekeeper, Room Attendant, Front Office, Manger, Duty Manager, Receptionist, Accounts Clerk, Concierge, Porter.

Dance

Full-time Dance Courses, Production Companies, Musical Theatre, Professional Agencies linked to Television.

Early Childhood

Early Childhood Education, Welfare & Support Assistant, Assistant Aged Care Worker, Personal Care Assistant, Home Care Assistant. Pathway to Diploma in Community Services, Social Worker.

Electrotechnology

Electrician, Electronics and Communications Technician, Data Cabler, Instrument and Control Technician, Rail Signalling Technician, Lift Mechanic, Power Plant Operator, Electrical Linesperson, Railway Infrastructure Worker, Cable Jointer, Refrigeration and Air Conditioning Mechanic.

Engineering

Toolmaking, Fitting and Machining, Welding, Sheetmetal Work, Instrument Making, Aircraft Mechanic, Marine Mechanic, Electrical Mechanic, Lift Mechanic, Motor Mechanic, Drafting.

Furnishings

Cabinet Maker, Furniture Maker, Wood Machinist, Wood Turner, Woodcarver, Furniture Design, Joiner, Upholsterer, Production Management, Product Development.

Food Processing (Retail Baking)

Retail, bakeries and commercial kitchen which require bakers. It will open opportunities for employment in franchise bakeries with further development in small business management and/or ownership.

Horticulture

Landscaping, Nursery, Parks and Gardens, and Turf Management.

Information Digital Media & Technology

Network Engineer, Computer Hardware Service Technician, Computer Operator, Data Processing Operator.

Music

Vocalist, Musician, Music Retailer, Venue Manager, Music Director, Promoter, Production Crew Member, Stage Manager.

Laboratory Skills

Food, Chemical, Manufacturing, Construction Materials, Biological, Environmental and Pathology Industries.

Picture Framing

Picture framing manufacture, retail and business opportunities as a framer.

Plumbing

Apprenticeships selecting from a broad range of specialist areas e.g., roofing & gas fitting.

Salon Assistant

Hairdresser, Hair Stylist, Barber.

Screen Media

Web Site Supervisor, Project Manager, Graphic Designer, Animator, Script Writer, Editor, Video/Sound Producer, Sound Editor, Systems Designer, Programmer, Network Administrator, Special Effects Engineer, Producer, Director, Publisher, New Product Developer.

Signage (Sign Writing)

Sign craft and sign manufacturing industries. The course includes basic design and knowledge in paint signs for display, buildings, advertising, boats and vehicles. Further career advances may lead to small business operations and/or ownership.

Sport & Recreation

Recreation Officer, Assistant in a Gymnasium/Fitness Centre, Personal Trainer, Sporting Events Assistant, Leisure and Cultural Services Officer, Youth Leader, Outdoor Activity Leader.

Small Business Management

Small Business Owner, Management Consultant, Event Manager, Travel Consultant, Real Estate Agent/ Manager, Retail Manager, Retail Buyer, Exporter/ Importer, Clerk, Tourism Manager, Market Researcher, Cashier.

VET Offerings

The following are offered internally at GSC:

- Certificate II in Active Volunteering
- Certificate II Building & Construction (Carpentry)
- Certificate II in Dance 1
- Certificate III in Dance 2 (VCE/VET)
- Certificate III in Early Childhood Education and Care
- Certificate II in Engineering
- Cert II Furniture Making
- Cert III in Information Digital Media & Technology
- Certificate III in Music (Sound Production)
- Certificate II in Retail Services
- Certificate II in Workplace Skills

Please Note:

Venue and location may vary depending on student interest in these certificates. Internal VET classes will run depending on student numbers.

For further information about each Certificate see the following:

Active Volunteering	Error! Bookmark not defined.
Agriculture	Error! Bookmark not defined.
Allied Health	Error! Bookmark not defined.
Animal Studies	Error! Bookmark not defined.
Automotive Studies	Error! Bookmark not defined.
Beauty Studies	Error! Bookmark not defined.
Building and Construction (Carpentry)	Error! Bookmark not defined.
Civil Construction	Error! Bookmark not defined.
Community Services	Error! Bookmark not defined.
Cooking	Error! Bookmark not defined.
Early Childhood Education Care	Error! Bookmark not defined.
Dance 1	Error! Bookmark not defined.
Dance 2	Error! Bookmark not defined.
Electrotechnology	Error! Bookmark not defined.
Engineering	Error! Bookmark not defined.
Equine Studies	Error! Bookmark not defined.
Furniture Making	Error! Bookmark not defined.
Information, Digital Media & Technology	Error! Bookmark not defined.
Music and Sound Production	Error! Bookmark not defined.
Plumbing	Error! Bookmark not defined.
Retail	Error! Bookmark not defined.
Salon Assist	Error! Bookmark not defined.
Screen Media	Error! Bookmark not defined.
Sports and Recreation	Error! Bookmark not defined.
Workplace Skills	Error! Bookmark not defined.

VET Active Volunteering

CHC24015 Project Ready Cert II Active Volunteering

RTO: ACCESS

VENUE: Gisborne SC

DURATION: 1 Years

DAY: Wednesday

TIME: 9am-3pm

Project Ready is a hands-on life and work readiness program designed to help you get ready for your future world of work. If you could use some help choosing a career path, building self-confidence, and gaining skills to successfully transition into the workforce or further training, Project Ready is for you!

CODE	Units of Competency
CHCVOL001	Be an effective volunteer 25 hours
FSKLRG003	Use short and simple strategies for career planning 10 hours
BSBCMM201	Apply communication skills 40 hours
CHCDIV001	Work with diverse people 20 hours
HLTWH001	Participate in workplace health and safety 20 hours
FSKRDG001	Recognise extremely short & simple workplace signs and symbols 10 hours
VU22786	Develop personal effectiveness 10 hours
FSKLRG006	Participate in work placement (SWL/work experience) 10 hours

FUTURE PATHWAYS

VETDSS Certificate Courses; Apprenticeship; Future higher education studies

Other Information: Project Ready supports you by:

- Building "groupness"; a group space where you feel comfortable to personally develop.
- Helping you discover your unique skills and strengths so you can plan for your career.
- Helping you to understand potential training and work pathways through a range of career development and industry engagement activities.
- Building resilience through personal development activities, volunteering, and community involvement
- Improving your communication skills
- Teaching you work readiness skills such as: job applications, resumes and cover letters.
- Teaching you enterprise and entrepreneurial skills
- Teaching you workplace health and safety skills
- Facilitating work placement opportunities

Structured Workplace Learning:

Minimum 20 Days of Structured Workplace Learning.

[Junior Volunteers | CFA \(Country Fire Authority\)](#)

[Find your local Landcare group \(landcarevictoria.org.au\)](http://landcarevictoria.org.au)

[Junior accredited units and child safety \(ses.vic.gov.au\)](http://ses.vic.gov.au)

[St John Youth Membership \(stjohnvic.com.au\)](http://stjohnvic.com.au)



VET Agriculture

AHC20116 CERTIFICATE II IN AGRICULTURE

RTO: Salesian College

VENUE: Sunbury

DURATION: 2 Years

DAY: Wednesday

TIME: 1-5pm

This course helps secure a sustainable future for growing population with practical skills in livestock breeding, crop harvesting and establishing pastures. You will also learn how to operate machinery such as tractors and skid steers, in addition to developing a deep understanding of best practice in farm operations.

CODE	Units of Competency
AHCWHS202	Participate in work health and safety processes 20 hours
AHCWRK212	Work effectively in industry 20 hours
AHCINF205	Carry out basic electric fencing operations 40 hours
AHCLSK202	Care for health and welfare of livestock 40 hours
AHCLSK211	Provide feed for livestock 40 hours
AHCCHM201	Apply chemicals under supervision 30 hours
AHCPMG201	Treat weeds 40 hours
AHCMOM203	Operate basic machinery and equipment 20 hours
FBPVIT2003	Hand prune vines 40 hours
AHCWOL202	Perform board duties 80 hours
AHCSHG201	Crutch sheep 40 hours
AHCSHG202	Assist in preparing for shearing and crutching 20 hours
AHCWOL201	Pen sheep 10 hours
AHCMOM216	Operate side by side utility vehicles 50 hours
AHCWRK211	Participate in environmentally sustainable work practices 20 hours
AHCWRK213	Participate in workplace communications 30 hours
AHCINF206	Install, maintain and repair farm fencing 30 hours
AHCLSK205	Handle livestock using basic techniques 30 hours
AHCLSK210	Muster and move livestock 25 hours
AHCWRK210	Observe & report on weather 25 hours
AHCBIO203	Inspect and clean machinery, tools & equipment to preserve biosecurity 20 hours
AHCWRK213	Participate in workplace communication 30 hours
AHCPCM204	Recognise plants 40 hours
HLTAID01	Provide First Aid 18 hours

Future Pathways

Provides an entry level occupational outcome in agriculture. The qualification enables individuals to select a livestock production or cropping context as a job focus or, in the case of mixed farming enterprises, both.

Potential Occupations

Job roles vary across different industry sectors and may include assistant animal attendant or stockperson, assistant farm or station hand, assistant farm, or station worker.

If you enjoy Business and Biology, you may consider careers in the Agriculture Sector.

Structured Workplace Learning:

Minimum 20 Days of Structured Workplace Learning.

VET Allied Health

HLT33015 CERT III ALLIED HEALTH ASSISTANCE YR 1 (partial completion)

RTO: Kangan TAFE

VENUE: Bendigo

DURATION: 2 Years

DAY: Tuesday

TIME: TBA

This course is designed to educate and engage students in the health services industry and acts as a platform for employment or for further study upon completion. There is flexibility in the delivery of this course that it is suited to students studying VCE - VM in either scored or unscored programs. Students with a strong interest in the health services industry may want to complete this course. This course provides an opportunity for students to gain a nationally recognised qualification in a variety of health professions.

CODE	Units of Competency
BSBWOR301	Organize personal work priorities 30 hours
CHCCCS002	Assist with movement 25 hours
CHCCCS010	Maintain a high standard of service 30 hours
CHCCCS020	Respond effectively to behaviours of concern 20 hours
CHCCOM005	Communicate and work in health or community services 30 hours
HLTINF001	Comply with infection prevention and control policies and procedures 25 hours
HLTWS001	Participate in work health and safety 20 hours
BSBMED301	Interpret and apply medical terminology appropriately 60 hours
HLTHPS001	Take clinical measurements 50 hours
HLTAAP001	Recognise health body systems 70 hours

Future Pathways

The course offers a pathway into other VET studies such as allied health, community services, aged care, and nursing. It is possible to receive credit for up to 2 units in the Diploma of Nursing. Students are also prepared for future health studies at university. It trains students to be able to work under supervision of Allied Health Professionals.

Potential Occupations

Therapy Assistant; Physiotherapy Assistant; Podiatry Assistant; Occupational Therapy Assistant; Allied Health Assistant.

If you enjoy Health and Biology, you may consider careers in the Allied Health Sector.

Structured Workplace Learning:

Minimum 20 Days of Structured Workplace Learning.

[Welcome | Calvary Health Care \(calvarycare.org.au\)](http://calvarycare.org.au)

[Careers – Warrina Aged Care](#)

[Careers - Benetas](#)

<https://careers.bupa.com.au>



VET Animal Studies

ACM20121 CERT II ANIMAL STUDIES

RTO: Kangan TAFE

VENUE: Bendigo

DURATION: 1 Years

DAY: Tuesday

TIME: TBA

This VET program is highly recommended for those who take a keen interest in the welfare and wellbeing of animals. Provides participants with an introduction to the animal care and management industry. This is a one-year program that requires students to complete additional work away from class.

CODE	Units of Competency
ACMGEN204	Assist in health care of animals CORE
ACMSPE317	Provide general care of domestic cats ELECTIVE
ACMGEN205	Source and provide information for animal care ELECTIVE
ACMGEN201	Work in the animal care industry CORE
ACMWHS201	Participate in workplace health and safety CORE
BSBOPS203	Deliver a service to customers ELECTIVE
ACMGEN203	Feed and water animals CORE
ACMSUS201	Participate in environmentally sustainable work CORE
ACMGRM201	Bath, dry and brush domestic dogs ELECTIVE
BSBCMM211	Apply communication skills CORE
ACMGEN202	Complete animal care hygiene routines CORE
ACMSPE316	Provide general care of domestic dogs ELECTIVE

Future Pathways

The Animal Care and Management Industry can be divided into five sectors: veterinary services, animal breeding services, pet and companion animal services, captive wildlife operations, and hunting and trapping. Animal care and management, especially animal welfare has relevance to several sectors, including agriculture, racing, sport and recreation, medical research, local government, and conservation.

Potential Occupations

Vet Nurse; Strapper; Farm Hand; Animal Rescue

Structured Workplace Learning:

Minimum 20 Days of Structured Workplace Learning.

[Wild Action Zoo | Reptile & Animal Incursions | Kids Parties](#)

[Veterinary Clinic | Greencross Vets Macedon Ranges](#)

[Macedon Ranges Equine Vets \(macedonequinevets.com\)](#)

[Galahad's Animal Sanctuary | Animal Tour | Zoom | Gisborne | B&B](#)

[\(galahads-sanctuary.com\)](#)



VET Automotive Studies

AUR20720 AUTOMOTIVE VOCATIONAL PREPARATION

RTO: Kangan TAFE

VENUE: Docklands

DURATION: 2 Years

DAY: Wednesday

TIME: TBA

This VET qualification reflects the role of individuals who perform a limited range of tasks relating to identifying and inspecting mechanical and electrical components and systems of light, heavy vehicles, outdoor power equipment, bicycles, marine craft, and motorcycles. This qualification also covers the skills and knowledge required to perform minor maintenance and repair of automotive vehicle body.

CODE	Units of Competency
AURTTK102	Use and maintain tools and equipment in an automotive workplace 20 hours
AURASA102	Follow safe working practices in an automotive workplace 20 hours
AURAF103	Communicate effectively in an automotive workplace 20 hours
AURETR103	Identify automotive electrical systems and components 25 hours
AURLTA101	Identify automotive mechanical systems and components 25 hours
AURTTD006	Remove and replace front suspension springs 25 hours
AURTTJ003	Remove and replace wheel and tyre assemblies 10 hours
AURTTA127	Carry out basic vehicle servicing operations 40 hours
AURAEA002	Follow environmental and sustainability best 25 hours
AURAF104	Resolve routine problems in an automotive 20 hours
AURETK003	Operate electrical test equipment 40 hours
AURTTA003	Use and maintain basic mechanical measuring devices 15 hours
AURTE008	Dismantle and assemble multi-cylinder four-stroke 40 hours
AURTTX012	Dismantle and assemble conventional manual 40 hours

Future Pathways

Cert III Automotive Apprenticeship; Diploma studies

Potential Occupations

Mechanic; Electrical (Automotive); Mechanical Engineer.

If you like, the subject Automotive you may be interested in this course.

Structured Workplace Learning:

Minimum 20 Days of Structured Workplace Learning.

[Careers | Autosports Group](#)

[Careers | Bridgestone Australia](#)

[Careers - Eagers Automotive](#)

[Sunbury Ford](#)



VET Beauty Studies

SHB30115 CERT III BEAUTY SERVICES YR 1 & 2

RTO: VU Polytechnics

VENUE: Melbourne CBD

DURATION: 1 Years

DAY: Wednesday

TIME: TBA

This course prepares students in the basics of waxing, nail art, lash extensions, head, and shoulder massage. Learn how to research and use products for client needs. This course suits students who want a career in the beauty industry.

CODE	UNIT
SHBBNLS007	Provide manicure and pedicure services 50 hours
SHBBHRS010	Provide waxing services 100 hours
SHBBFAS004	Provide lash and brow services 30 hours
SHBXWHS003	Apply safe hygiene, health, and work practices 40 hours
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms 50 hours
SHBBNLS011	Use electric file equipment for nail services 30 hours
SHBBINF002	Maintain infection control standards 75 hours
SHBBMUP009	Design and apply make-up 45 hours
SHBXCCS008	Provide salon services to clients 30 hours
SHBBCCS005	Advise on beauty products and services 30
SHBXCCS007	Conduct salon financial transactions 25 hours
SHBBMUP008	Apply eyelash extensions 40 hours
SHBXIND005	Communicate as part of a salon team 20 hours
SIRXSLS001	Sell to the retail customer 20 hours
SHBXCCS009	Greet and prepare clients for salon services 10 hours
SHBBHRS010	Provide waxing services 100 hours
SHBBBOS007	Apply cosmetic tanning products 20 hours
SHBXIND003	Comply with organisational requirements within a personal services environment 45 hours
SHBBRES003	Research and apply beauty industry information 20 hours

Future Pathways

This certificate can lead to gaining an apprenticeship in the Beauty industry. It can also be used as a pathway to further tertiary studies such as Diploma in Dermatology.

Potential Occupations

Beautician; Cosmetic Consultant; Skin Therapist

If you like waxing, skin care and applying cosmetics you may be interested in this course.

Structured Workplace Learning:

Minimum 20 Days of Structured Workplace Learning.

[Career opportunities at MECCA](#)

[Home | Ramai Skin & Body Care Woodend | Beauty Therapy & Beautician](#)

[Evoke Medispa Gisborne](#)



MECCA



VET Building and Construction (Carpentry)

22338VIC CERT II BUILDING & CONSTRUCTION (Carpentry)

RTO: AIET (121314)
VENUE: Gisborne SC
DURATION: 2 Years
DAY: Wednesday
TIME: TBA

This VET qualification provides a pathway to the primary trades in the construction industry except for plumbing. Trade outcomes are predominantly achieved through an Australian Apprenticeship. This certificate is a pre-apprenticeship qualification to occupations such as joinery and shop fitting as well as carpentry, bricklaying and other Occupations in general construction.

Note: Venue and location may vary depending on student interest in this certificate.

CODE	UNIT
CPCCWHS1001	Prepare to work safely in the construction industry 6 hours
CPCCCM2006	Apply basic levelling procedures 8 hours
VU22031	Construct basic formwork for concreting 20 hours
CPCCCM1012A	Work effectively and sustainably in the construction industry 20 hours
CPCCCM1014A	Conduct workplace communication 20 hours
CPCCCM1015A	Carry out measurements and calculations 20 hours
CPCCOHS2001A	Apply OHS requirements policies and procedures in the construction industry 20 hours
HLTAID002	Provide basic emergency life support 12 hours
VU22014	Prepare for work in the building and construction industry 16 hours
VU22015	Interpret and apply basic plans and drawings 25 hours
VU22016	Erect and safely use working platforms 24 hours
VU22022	Identify and handle carpentry tools and equipment 100 hours
VU22023	Perform basic setting out 14 hours
VU22024	Construct basic sub-floor 48 hours
VU22025	Construct basic wall frames 48 hours
VU22026	Construct a basic roof frame 40 hours
VU22027	Install basic external cladding 24 hours
VU22028	Install basic window and door frames 24 hours
VU22029	Install interior fixings 40 hours
VU22030	Carry out basic demolition for timber structures 20 hours

Future Pathways

Cert III Apprenticeships: Carpentry, Bricklaying, Block laying

Potential Occupations

Carpenter; Builder; Designer; Brick layer; Stone Mason

Structured Workplace Learning:

Minimum 20 Days of Structured Workplace Learning.

[LAYTON HOMES](#)

[The Jones Carpentry Co. | Macedon Ranges Carpenter | Unique Carpentry Solutions](#)

[Join our Team | Hanson Australia](#)



LAYTON HOMES



VET Civil Construction

RII20720 CERT II CIVIL CONSTRUCTION

RTO: VU

VENUE: VU Polytechnic
Sunshine

DURATION: 2 Years

DAY: Wednesday

TIME: TBA

This VET qualification provides a pathway to the primary trades in the Civil Construction industry. This course provides exposure to the type of work and skills that are required as a skilled operator working in civil construction. Trade outcomes are predominantly achieved through an Australian Apprenticeship

CODE	UNIT
RIIBEF201E	Plan and organise work 20 hours
RIICOM201E	Communicate in the workplace 20 hours
RIIWHS201E	Work safely and follow WHS policies and procedures 20 hours
RIICCM201E	Carry out measurements and calculations 20 hours
RIICCM202E	Identify, locate, and protect underground services 30 hours
RIICCM203E	Read and interpret plans and job specifications 40 hours
RIICCM205F	Carry out manual excavation 8 hours
RIICCM207E	Spread and compact materials manually 12 hours
RIISAM203E	Use hand and power tools 80 hours
RIISAM204E	Operate small plant and equipment 20 hours
RIIWHS205E	Control traffic with stop-slow bat 20 hours
RIIWHS302E	Implement traffic management plan 20 hours
RIISAM201E	Handle resources and infrastructure materials and safely dispose of nontoxic materials 16 hours
RIICCM206E	Support plant operations 8 hours
RIICCM208E	Carry out basic levelling 16 hours
RIICCM209E	Carry out concrete work 40 hours

Future Pathways

Cert III Civil Construction (RII30920); Cert III Civil Construction Plant Operations (RII30820); Cert IV Civil Construction (RII40720)

Potential Occupations

Excavator, Site manager, Roadside maintenance, Traffic Controller

Structured Workplace Learning:

Minimum 20 Days of Structured Workplace Learning.

[Careers](#) | [Made for More](#) | [Work at WesTrac](#) | [WesTrac](#)

[John Holland Group](#)

[Apprentices, cadets and trainees \(downergroup.com\)](#)



VET Community Services

CHC32015 CERTIFICATE III COMMUNITY SERVICES

RTO: IVET (40548)

VENUE: CRC Catholic
Regional College

DURATION: 2 Years

DAY: Tuesday or
Wednesday

TIME: TBA

To provide access to a range of potential career paths within the community services industry. Provide training and skill development for the achievement of competence in areas such as casework, community development and advocacy.

CODE	UNIT
CHCDIV001	Work with diverse people 40 hours
CHCCOM001	Provide first point of contact 35 hours
CHCCOM005	Communicate and work in health or community services 30 hours
HLTWHS006	Manage Personal Stress in The Workplace 40 hours
HLTAID011	Provide First Aid 18 hours
FSKOCM07	Interact effectively with others at work 15 hours
FSKLRG09	Use strategies to respond to routine workplace problems 10 hours
BSBWOR202	Organise and complete daily work activities 20 hours
HLTWHS001	Participate in workplace health and safety 20 hours
HLTAID010	Provide Basic Life Support 12 hours
CHCCS016	Respond to client needs 60 hours
CHCCDE003	Work within a community development framework 65 hours
CHCCDE004	Implement participation and engagement strategies 85 hours

Future Pathways

Certificate IV, Diploma and Advanced; Diploma in Community Services.

Potential Occupations

Social Worker; Counsellor; Case Worker for people with disabilities or out of home teenagers.

If you enjoy subjects such as Human Behavioural science, you may consider this VET Course

Structured Workplace Learning:

Minimum 20 Days of Structured Workplace Learning.

[Sunbury and Cobaw Community Health \(sunburycobaw.org.au\)](http://sunburycobaw.org.au)



VET Cooking

SIT20421 CERT II COOKING

RTO: Kangan

VENUE: Bendigo

DURATION: 2 Years

DAY: Tuesday

TIME: TBA

This VET program provides participants with the knowledge and skills to achieve competencies that will enhance their employment to prospects in the cookery or catering industries or moving forward into an apprenticeship.

CODE	UNIT
SITXINV006	Receive, store and maintain stock 20 hours
SITXFSA005	Use hygienic practices for food safety 15 hours
SITHCCC027	Prepare dishes using basic methods of cookery 45 hours
SITHCCC0023	Use food preparation equipment 25 hours
SITHKOP009	Clean kitchen premises and equipment 13 hours
SITXWHS005	Participate in safe work practices 12 hours
SITHCCC024	Prepare and present simple dishes 25 hours
SITHCCC006	Prepare appetisers and salads 25 hours
SITHCCC007	Prepare stocks, sauces, and soups 35 hours
SITHPAT011	Produce cakes 24 hours
SITHCCC011	Use hospitality skills effectively 50 hours
SITHCCC008	Prepare vegetables, fruits, eggs, and farinaceous dishes 45 hours
SITHIND006	Source and use information on the hospitality industry 25 hours
SITHCCC0012	Prepare poultry dishes 25 hours

Future Pathways

Cert III Commercial Cookery

Potential Careers

Chef/Cook; Café attendant; Catering Assistant; Food and Beverage Attendant; Hotel/Motel Assistant

Structured Workplace Learning:

Minimum 10 Days of Structured Workplace Learning.

[Home \(gisbornecollective.com.au\)](http://gisbornecollective.com.au)

[Gisborne \(thejollymiller.com.au\)](http://thejollymiller.com.au)



JOLLY MILLER



VET Early Childhood Education Care

CHC30121 CERT III EARLY CHILDHOOD & CARE

RTO: ACCESS Aust. Group	Students will become qualified to work in childcare and early learning settings. Certificate III in Early Childhood Education and Care trains students to become employable in a range of early childhood settings. Students will learn how to work within the requirements of the Education and Care Services National regulations and the National Quality Standard.
VENUE: Manna Gums Family and Children's Centre, Gisborne	
DURATION: 2 Years	
DAY: Tuesday	
TIME: 9am	Note: Venue and location may vary depending on student interest in this certificate.

CODE	UNIT
CHCECE034	Use an approved learning framework to guide practice
CHCECE055	Meet legal and ethical obligations in children's education and care
HLTWHS001	Participate in workplace health and safety
CHCECE031	Support children's health, safety and wellbeing
CHCECE032	Nurture babies and toddlers
CHCPRT001	Identify and respond to children and young people at risk
CHCECE033	Develop positive and respectful relationships with children
CHCECE030	Support inclusion and diversity
CHCECE035	Support the holistic learning and development of children
HLTAID012	Provide First Aid in an education and care setting
CHCECE036	Provide experiences to support children's play and learning
CHCECE038	Observe children to inform practice
CHCECE037	Support children to connect with the natural environment
CHCDIV001	Work with diverse people
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
CHCECE056	Work effectively in children's education and care
CHCPRP003	Reflect on and improve own professional practice
CHCSAC009	Support the holistic development of children in school age care

Future Pathways

Diploma of Early Childhood Education and Care

Potential Occupations

Child Care Assistant; Early Years Educator (Child Care)

Structured Workplace Learning:

Minimum 20 Days of Structured Workplace Learning.

[Manna Gum Family and Children's Centre - Macedon Ranges Shire Council](http://manna.gum.familyandchildrenscentre.vic.gov.au)

[\(mrsc.vic.gov.au\)](http://mrsc.vic.gov.au)

[Careers and training | Goodstart](#)



VET Dance 1

CUA20120 CERT II IN DANCE

RTO: AUSDANCE
VENUE: Gisborne SC
DURATION: 1Years
DAY: Wednesday
TIME: 1-5pm

Certificate II in Dance is a vocational training program and can contribute towards your secondary school certificate either as a scored or unscored program. The VET Dance Program can be completed over two years' and commence in either year 10 or year 11. Units will be delivered and assessed in a sequence planned by the trainer.

CODE	UNIT
CUADAN211	Develop basic dance techniques 20 hours
CUAPRF211	Prepare for live performances 35 hours
CUAWHS111	Follow safe dance practices 60 hours
CUAWHS211	Develop a basic level of physical fitness for dance performance 40 hours
BSBTWK201	Work effectively with others 40 hours

Electives	Choose two electives for study
CUADAN213	Perform basic jazz dance techniques 40 hours
CUADAN215	Perform basic contemporary dance techniques 40 hours
CUADAN220	Perform basic lyrical dance techniques 40 hours

Future Pathways

Cert III in Dance

Potential Occupations

Choreographer, Performer, Teacher, Dance therapist, Dance administrator, Casting agent, event manager, Dance studio owner

Structured Workplace Learning:

Minimum 10 Days of Structured Workplace Learning.

[Steps Performing Arts](#)

[Home | carmel-amelia-dance \(carmelamelia.com.au\)](#)

[Dance | Flashdance Performing Arts | Sunbury](#)



VET Dance 2

CUA30120 CERT III IN DANCE

RTO: AUSDANCE

VENUE: Gisborne SC

DURATION: 1 Years

DAY: Wednesday

TIME: 1-5pm

ENTRY REQUIREMENT:

Students enrolling into Cert III in Dance **must have successfully completed one** of the elective dance styles listed in Cert II. Certificate III in Dance is a combination of Vet/VCE Dance.

Units will be delivered and assessed in a sequence planned by the trainer.

CODE	UNIT
CUADAN212	Incorporate artistic expression into basic dance performances
CUAIND211	Develop and apply creative arts industry knowledge
CUAPRF314	Develop performance techniques
CUAPRF317	Develop performance techniques

Electives	Choose two electives for study
CUADAN315	Increase depth of jazz dance techniques
CUADAN318	Increase depth of contemporary dance techniques
CUADAN322	Increase depth of Lyrical dance techniques

Future Pathways

Cert IV, Diploma, advance diploma, Undergraduate courses in Dance

Potential Occupations

Choreographer, Performer, Teacher, Dance therapist, Dance administrator, Casting agent, event manager, Dance studio owner

Structured Workplace Learning:

Minimum 10 Days of Structured Workplace Learning.

[Explore the renowned programs at VCA Dance \(unimelb.edu.au\)](http://unimelb.edu.au)

[Join My Crew](#) | [Be Joyful, Be Mindful, Be Cheerful](#) | [Be JMC - JMC Dance Lab](#)



VET Electrotechnology

22499VIC CERT II ELECTRO-TECHNOLOGY (PRE-APPRENTICESHIP)

RTO: Kangan

VENUE: Bendigo

DURATION: 2 Years

DAY: Tuesday

TIME: TBA

This VET program provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the electrical or electrical-related industries. It enables participants to identify and use a range of components, accessories, materials, tools, equipment, and technologies in electrical work.

Please note that students will receive a partial completion of the certificate and not the whole Certificate II in Electrotechnology. Students completing this course will receive a Statement of Attainment listing completed units.

CODE	UNIT
UEENEEE141A	Use of routine equipment/plant/technologies in an energy sector 60 hours
CPCCWHS1001	Prepare to work safely in the construction industry 6 hours
UEENEEE101A	Apply occupational health and safety regulations, codes, and practices in the workplace 20 hours
UEENEEE103A	Solve problems in ELV single path circuits 40 hours
UEENEEP024A	Attach cords and plugs to electrical equipment for connection to a single phase 230-volt supply 20 hours
VU22333	Perform intermediate engineering computations 40 hours
VU22671	Use test instruments in the electro technology industry twenty 20 hours
VU22670	Provide an overview of the electro technology industry 30 hours
VU21544	Install a sustainable extra low voltage energy 30 hours
VU22673	Carry out basic network cabling for extra low voltage (ELV) equipment and devices 30 hours
HLTAID003	Provide first aid 18 hours
UEENEEJ104A	Establish the basic operating conditions of air conditioning systems 20 hours
VU22672	Carry out basic electro technology project 40 hours
UEENEEJ102A	Prepare and connect refrigerant tubing and fittings 40 hours

Future Pathways

Cert III in Electrotechnology; Cert IV Electro technology; Diploma, Advanced Diploma
Electrotechnology

Potential Occupations

Electrician; Electrical Contractor; Electrical Retail; Systems Electrician

Structured Workplace Learning:

Minimum 20 Days of Structured Workplace Learning.

[About Bluegum | Your local electrician from Sunbury to Woodend](#)
(bluegumelectricalsolutions.com.au)



VET Engineering

22470VIC CERT II ENGINEERING STUDIES

RTO: Kangan
VENUE: Bendigo
DURATION: 2 Years
DAY: Tuesday
TIME: TBA

This program provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the engineering industry. It equips participants with comprehensive skills and knowledge to work in steel and metal industries by introducing computer use in relation to engineer work, use of hand and power tools, engineering science, fabrication techniques and quality concepts.

This program is VCAA approved and can be scored and assessed to contribute to a student's ATAR score.

Note: Venue and location may vary depending on student interest in this certificate.

CODE	UNIT
MEM18001	Use hand tools 20 hours
VU22331	Perform basic machining processes 40 hours
MEM13014A	Apply principles of occupational health and safety in the workplace 10 hours
MEM18002	Use power tools /handheld operations 20 hours
VU22332	Apply basic fabrication techniques 40 hours
VU22330	Select and interpret drawings and prepare three dimensional (3D) sketches and drawings 20 hours
VU22329	Report on a range of sectors in the manufacturing engineering and related industries 30 hours
VU22336	Perform metal machining operations 60 hours
MEMPE006A	Undertake a basic engineering project 80 hours
VU22333	Perform intermediate engineering computations 40 hours
VU22334	Produce basic engineering components and products using fabrication and machining operations 60 hours
VU22337	Perform basic welding and thermal cutting processes to fabricate engineering structures 60 hours

Future Pathways

Cert III in Engineering - Mechanical trade and Fabrication trade. Cert IV Engineering. Diploma engineering – Technical

Potential Occupations

Fabrication Engineer; Welder

Structured Workplace Learning:

Minimum 20 Days of Structured Workplace Learning.

[Careers | Hofmann Engineering](#)

[Barker Trailers](#)



VET Equine Studies

22513VIC CERT II EQUINE STUDIES

RTO: SKILLINVEST

VENUE: Ballarat

DURATION: 2 Years

DAY: Tuesday

TIME: TBA

This vet program is designed for students who are interested in horses and horse care. Students will develop skills and knowledge in providing daily care and handling of horses, providing basic emergency life support, equine anatomy as well as working safely in quine organisation. Upon completion students will gain an entry level qualification that can lead to further education and employment.

CODE	UNIT
ACMEQU202	Handle horses safely
ACMEQU205	Apply knowledge of horse behaviour
VU22681	Work effectively in an equine organisation
VU22685	Identify equine anatomy
VU22689	Assist in the conduct and organisation of an event in the equine industry
ACMEQU201	Work safely in industries with horses
VU22688	Assist in the preparation of a horse for an event
VU22687	Demonstrate basic horse riding or driving skills
VU22682	Implement horse health and welfare practices
VU22683	Implement and monitor horse feeding programs
VU22684	Relate equine form to function
VU22686	Identify and describe equine physiology

Future Pathways

Cert III Racing (Stable Hand); Cert III Racing Cert IV in Work Practices for equine Dental Technicians; Cert IV in Racing; Diploma Racing; Diploma of Equine Performance Management.

Potential Occupations

Animal attendant; Veterinarian, track rider; Stable hand; Farrier; Horse breeder; trainer or manager

Structured Workplace Learning:

Minimum 10 Days of Structured Workplace Learning.

[Damien Munro Equine Therapist - Acupuncture, Chiropractor and Massage For Horses](#)

[\(macedonrangesequinetherapy.com\)](http://macedonrangesequinetherapy.com)

[The Equine Effect - The Pursuit of Possibility](#)



VET Furniture Making

MSF20522 CERTIFICATE II IN FURNITURE MAKING PATHWAYS

RTO: AIET

VENUE: Gisborne SC

DURATION: 2 Years

DAY: Tuesday or
Wednesday

TIME: 1-5pm

This qualification offers a comprehensive skill set for aspiring furniture makers, providing a broad knowledge in furniture making tasks. From undertaking basic furniture making projects to developing career plans in the furniture industry, students will gain hands-on experience in measurements, calculations, and environmentally sustainable work practices.

Safety, effective communication, and teamwork are also emphasized through projects demonstrating the use of hand and power tools, selecting, and applying hardware and joining furnishing materials.

CODE	UNIT
MSFFP2020	Undertake a basic furniture making project 100 hours
MSFFP2017	Develop a career plan for the furnishing industry 30 hours
MSFGN2001	Make measurements and calculations 30 hours
MSMENV272	Participate in environmentally sustainable work practices 30 hours
MSMPCI103	Demonstrate care and apply safe practices at work 30 hours

Electives	Choose electives for study
MEM13015	Work safely and effectively in manufacturing and engineering 40 hours
MEM16006	Organise and communicate information 40 hours
MEM16008	Interact with computing technology
MSFFM2019	Assemble furnishing products 20 hours
MSFFM2013	Use furniture making sector hand and power tools 40 hours
MSFFM2014	Select and apply hardware 16 hours
MSFFP2012	Join furnishing materials 40 hours
MSFGN2004	Produce simple scale drawings by hand 40 hours
MSMSUP106	Work in a team 30 hours

Future Pathways

Cert III Furniture Pathways

Potential Occupations

Furniture Maker, Cabinet Maker, Joiner

Structured Workplace Learning:

Minimum 20 Days of Structured Workplace Learning.

VET Information, Digital Media & Technology

ICT30120 CERT III INFORMATION, DIGITAL MEDIA AND TECHNOLOGY

RTO: IVET

VENUE: Gisborne SC

DURATION: 2 Years

DAY: Wednesday

TIME: 1-5pm

This VET program provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the information technology related industries. It provides general skills and knowledge and technical functions and workplace activities within the information and communications technology (ICT) field. This includes technical support, network administration, web technologies, software applications and digital media technologies.

This is a partial completion of the Certificate III Information, Digital Media, and Technology. Students completing this course will receive a Statement of Attainment listing completed units.

CODE	UNIT
BSBCRT301	Develop and extend critical and creative thinking 40 hours
BSBXCS303	Securely manage personally identifiable information and workplace information 40 hours
BSBXTW301	Work in a team 40 hours
ICTPRG302	Apply introductory programming techniques 40 hours
ICTWEB305	Produce digital images for the web 40 hours
ICTICT313	Identify IP, ethics, and privacy policies in ICT 50 hours
ICTSAS304	Provide basic system administration 20 hours
ICTSAS309	Maintain and prepare ICT equipment and software 20 hours
ICTSAS305	Provide ICT advice to clients 40 hours
ICTSAS310	Install, configure, and secure a small office or home office 50 hours

Future Pathways

Cert IV in Computer Systems Technology; Advanced Diploma of Computer Systems Technology

Potential Occupations

Information Technology manager; Network Manager Database Administrator; Computer Programmer; Data Processing Operator

Structured Workplace Learning:

Minimum 20 Days of Structured Workplace Learning.

[Careers | BAE Systems](#)

BAE SYSTEMS

VET Make Up (Cert III)

SHB30215 CERT III MAKEUP

RTO: 33113 – VU

Polytechnics

VENUE: CBD

DURATION: 2 Years

DAY: Wednesday

TIME: TBA

This VET program provides participants with the knowledge and skills to work as a makeup artist to design and apply makeup for a range of purposes and occasions across the beauty, fashion, media, and entertainment industries.

CODE	UNIT
SHBXWHS003	Apply safe hygiene, health, and work practices 40 hours
SHBBMUP009	Design and apply make-up 45 hours
SHBBMUP010	Design and apply make-up for photography 30 hours
SHBBMUP011	Design and apply remedial camouflage makeup 35 hours
SHBXCCS009	Greet and prepare clients for salon services 10 hours
SHBBINF002	Maintain infection control standards 75 hours
SHBBRES003	Research and apply beauty industry information 20 hours
SHBBFAS004	Provide lash and brow services 30 hours
SHBBMUP013	Design and apply creative makeup 50 hours
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms 50 hours
SHBBCCS005	Advise on beauty products and services 30 hours
SHBXCCS008	Provide salon services to clients 30 hours
SHBBBOS007	Apply cosmetic tanning products 20 hours
SHBXIND003	Comply with organisational requirements within a personal services environment 45 hours

Future Pathways

Cert III in Beauty Services; Cert III Hairdressing

Potential Careers

Makeup Consultant; Makeup Artist; Beauty Advisor; Beauty Consultant.

Structured Workplace Learning:

Minimum 20 Days of Structured Workplace Learning.

[Career opportunities at MECCA](#)
[Careers | Priceline Pharmacy | Priceline](#)

MECCA



VET Music and Sound Production

CUA30920 CERTIFICATE III IN MUSIC CODE CERTIFICATE SOUND PRODUCTION

RTO: COSAMP
VENUE: Gisborne SC
DURATION: 2 Years
DAY: Wednesday
TIME: 1pm-5pm

The Certificate III in Music 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, music creation or composition, sound production or music business.

Specialisation is available during second year:

- 'Performance'
- 'Creation and Composition'
- 'Sound Production'.

CODE	UNIT
CUACMP311	Implement copyright arrangements
CUAIND313	Work effectively in the music industry
CUAIND314	Plan a career in the creative arts industry

The Units of Competency labelled '+' (right) are the compulsory VCE VET Units 3&4 scored assessment units for 'Performance'. Those labelled '#' are for 'Sound Production'.

Electives	Choose electives for study – 8 to be offered
CUAMCP211	Incorporate technology into music making
CUAMCP311	Create simple musical compositions
CUAMCP312	Write song lyrics
CUAMCP313	Create simple musical pieces using music technology
CUAMLT311	Develop and apply aural perception skills
CUAMLT313	Develop musical notation skills
CUAMPF212	Incorporate music technology into performances
CUAMPF213	Perform simple repertoire in ensembles
CUAMPF311	Develop technical skills for musical performances
CUAMPF312	Prepare for musical performances +
CUAMPF313	Contribute to backup accompaniment as part of a group
CUAMPF314	Make music demos
CUAMPF315	Develop and perform musical improvisation +
CUAMPF412	Develop and apply stagecraft skills +
CUAMPF414	Perform music as part of a group +
CUASOU212	Perform basic sound editing
CUASOU312	Develop and apply knowledge of audio theory
CUASOU317	Record and mix basic music demos #
CUASOU321	Mix music in studio environments #
CUASOU211	Develop basic audio skills and knowledge
CUASOU213	Assist with sound recordings
CUASOU214	Mix sound in a broadcasting environment
CUASOU302	Compile and replay audio material
CUASOU303	Repair and maintain audio equipment
CUASOU306	Operate sound reinforcement systems #

CUASOU308	Install and disassemble audio equipment #
CUASOU331	Undertake live audio operations
CUASOU319	Restore audio tracks
CUASOU412	Manage audio input sources #
BSBESB301	Investigate business opportunities
ICTWEB306	Develop web presence using social media
BSBSTR401	Promote innovation in team environments
BSBTWK301	Use inclusive work practices
CUALGT311	Operate basic lighting
SITEEVT004	Provide event staging support
CUAMPF416	Perform music as a soloist +

Future Pathways

The qualification is suited to students with a broad interest in music who are keen to further develop skills in their area of interest, from preparing for performances, recording, and mixing music or repairing and maintaining audio equipment for live music events.

Potential Careers

Career and pathways opportunities may lead to roles such as studio assistant, performer or session musician, producer, arranger, stagehand, broadcaster and sound & lighting technician.

Structured Workplace Learning:

Minimum 20 Days of Structured Workplace Learning.

[Mix on the Move](#)

[Red Moon Studios - Recording Studio and Music Production Company\(business.site\)](#)



VET Plumbing

22569VIC CERT II PLUMBING (pre-apprenticeship)

RTO: VU Polytechnics

VENUE: Sunshine

DURATION: 2 Years

DAY: Wednesday

TIME: TBA

This course lays the foundations for an apprenticeship in the plumbing industry. This practical course will ensure you are prepared to enter the trades industry by introducing you to a range of foundational plumbing skills and knowledge.

CODE	UNIT
BSBWRT311	Write simple documents 30 hours
CPCCCM1015	Carry out measurements and calculations 20 hours
CPCCCM2001	Read and interpret plans and specifications 36 hours
CPCCWHS1001	Prepare to work safely in the construction industry 6 hours
CPCCWHS2001	Apply WHS requirements, policies, and procedures in the construction industry 20 hours
CPCPCM2039A	Carry out interactive workplace communication 10 hours
CUAACD303	Produce technical drawings 50 hours
HLTAID002	Provide basic emergency life support 12 hours
VU23046	Apply basic sheet metal practices 50 hours
VU23047	Cut and penetrate building materials 30 hours
VU23048	Fabricate simple plumbing pipe systems 30 hours
VU23049	Identify career pathways in the plumbing industry 30 hours
VU23050	Perform basic oxy-acetylene welding and cutting 20 hours
VU23051	Prepare to work in the plumbing industry 20 hours
VU23052	Use and apply basic levelling equipment for plumbing 8 hours
VU23053	Use basic electric welding equipment and techniques 20 hours
VU23054	Use basic plumbing hand tools 50 hours
VU23055	Use basic power tools 20 hours
VU23056	Use plumbing pipes, fittings, and fixtures to simulate plumbing installations 30 hours

Future Pathways

Cert III Plumbing (apprenticeship); Cert IV Plumbing Services

Potential Careers

Plumber (domestic and Commercial); Plumber (Retail); Plumber (Roofing)

Structured Workplace Learning:

Minimum 10 Days of Structured Workplace Learning.

[Reece Group Careers](#)



VET Retail

SIR20216 CERTIFICATE II IN RETAIL SERVICES

RTO: AST

VENUE: Gisborne SC

DURATION: 1 year +

DAY: Wednesday

TIME: 9am

This course teaches you the essential skills needed for working in shops and retail stores. It will provide a good foundation to work in retail outlets like clothing stores, supermarkets or fast-food shops. You will learn the skills you need to be confident and helpful in a retail role including communication with customers

Note: Venue and location may vary depending on student interest in this certificate.

CODE	UNIT
SIRXWHS002	Contribute to workplace health and safety
SIRXIND001	Work effectively in a service environment
SIRXCOM001	Communicate in the workplace to support team and customer outcomes
SIRXIND002	Organise and maintain the store environment
SIRXRSK001	Identify and respond to security risks
SIRXCEG001	Engage the customer
SIRXIND003	Organise personal work requirements
BSBWOR204	Use business technology
SIRXIND004	Plan a career in the retail industry
SIRMER001	Produce visual merchandise displays
SIRXPDK001	Advise on products and services
SIRXSLS002	Follow point of sale procedures

Future Pathways

Students completing this course may wish to continue on to SIR30212 Certificate II in Retail Operations, further study in other areas of Retail or undertake work within a retail environment.

Potential Careers

Retail Sales Assistant, Cashier, Customer Service Assistant, Pharmacy Assistant

Structured Workplace Learning:

Minimum 10 Days of Structured Workplace Learning.

VET Salon Assist

SHB20216 CERT II IN SALON ASSISTANT (pre-apprenticeship)

RTO: Kangan

VENUE: Richmond
(Cremorne)

DURATION: 1 Year

DAY: Wednesday

TIME: TBA

This certificate course enables participants to develop skills to work in the hairdressing industry. It is for students who are passionate about hair and want to gain an apprenticeship in Hairdressing.

CODE	UNIT
BSBWHS201	Contribute to health and safety of self and others
SHBHBAS001	Provide shampoo and basin services
SHBXIND002	Communicate as part of a salon team
SHBHDES001	Maintain and organise tools, equipment, and work areas
SHBHDES002	Braid hair
SHBXIND001	Comply with organisational requirements within a personal services environment
SHBXCCS001	Conduct salon financial transactions
SHBHBAS002	Provide head, neck and shoulder massages for relaxation
SHBXCCS003	Greet and prepare clients for salon services
SHBXCCS004	Recommend products and services
SHBHCLS001	Apply hair colour products

Future Pathways

Cert III Hairdressing Apprenticeship (SHB30416)

Cert III Barbering (SHB30516)

Potential Careers

Hairdresser; Hair (Retail); Barbering

If you like working with people, you may enjoy working in the Beauty Industry.

Structured Workplace Learning:

Minimum 10 Days of Structured Workplace Learning.

[Colour is my World - Home](#)

[Hair Matters \(hairmatterswoodend.com\)](http://hairmatterswoodend.com)



VET Screen Media

CERT III IN SCREEN AND MEDIA (CREATIVE AND DIGITAL MEDIA FOCUS)

RTO: IMVC

VENUE: CRC Catholic
Regional College

DURATION: 2 Years

DAY: Tuesday

TIME: TBA

Certificate III in Screen Media is a creative industries pathway course that enables students to develop a range of skills in using Adobe Creative Suite software: Photoshop, Illustrator, InDesign, Dreamweaver Web applications, Animate and very basic Premiere video skills.

Students will develop personal interests and choices when creating and solving design problems, improve design folios and have transferable computer skills for other VCE design subjects.

CODE	UNIT
CUAIND311	Work effectively in the creative arts industry 50 hours
CUADES201	Follow a design process 50 hours
CUAWHS312	Apply work health and safety practices 30 hours
CUAACD201	Develop drawing skills to communicate ideas 60 hours
BSBCRT311	Apply critical thinking skills in a team environment 40 hours
CUADES303	Explore and apply the creative design process to 3D forms 60 hours
BSBDES302	Explore and apply the creative design process to 2d forms 50 hours
CUFDIG304	Create a digital visual design component 30 hours
CUFANM301	Create 2D digital animations 335 hours
CUFDIG312	Author interactive sequences 40 hours
CUFWRT301	Write content for a range of media 40 hours

Future Pathways

Tafe Cert IV, Diploma, Advanced Diploma. University: Bachelor's degree levels in Interactive Media, 2D Animation and Digital Design.

Potential Careers

2D Artist, Animator, Character Animation, Content Creator, Creative Designer, Game Designer, Illustrator, Motion Graphics Designer, Art Design Producer, Storyboard Artist, Visual Artists.

Structured Workplace Learning:

Minimum 10 Days of Structured Workplace Learning.

NOTE:

No prior experience of media related studies necessary, students who enjoy drawing/designing using manual or digital drawing methods welcome.

VET Sports and Recreation

SIS30115 CERT III SPORT AND RECREATION

RTO: IVET

VENUE: CRC Catholic
Regional College

DURATION: 2 Years

DAY: Tuesday

TIME: TBA

This program aims to provide specific skills and knowledge required for an assistant level employee at an aquatic centre or gymnasium/dry fitness centre. The functions of a person with this qualification may include assistance with the conduct of recreation activities and event, facility maintenance and general workplace operations. This course has a strong focus on the practical aspects of the recreation industry. The program is delivered within the school and students have the opportunity to utilise the facilities at the school.

CODE	UNIT
BSBWOR301	Organise personal work priorities and development 30 hours
BSBWOR204	Use business technology 20 hours
SISXCAI003	Conduct non-instructional sport, fitness, or recreation sessions 20 hours
SISXCAI001	Provide equipment for activities 10 hours
SISXFAC001	Maintain equipment for activities 5 hours
HLTWHS001	Participate in workplace health and safety 20 hours
HLTAID011	Provide first aid 18 hours
SISXEMR001	Respond to emergency situations 18 hours
SISXCCS001	Provide quality service 25 hours
ICTWEB201	Use social media tools for collaboration and engagement 20 hours
BSBWHS303	Participate in WHS hazard identification, risk assessment & risk control 50 hours
SISSSCO001	Conduct sport coaching sessions with foundation level participants 50 hours
SISXCAI004	Plan and conduct programs 35 hours
SISXCAI006	Facilitate groups 25 hours
SISXRES002	Educate user groups 25 hours

Future Pathways

Cert IV Sport & Recreation; Diploma and Advanced Diploma of Sport & Recreation at Tafe.
Bachelor's degree in sports Administration.

Potential Careers

Fitness Instructor; Personal trainer; Teacher; Sports Administrator

Structured Workplace Learning:

Minimum 10 Days of Structured Workplace Learning.

[Work experience - Macedon Ranges Shire Council \(mrsc.vic.gov.au\)](http://mrsc.vic.gov.au)



VET Workplace Skills

BSB20120 CERT II WORKPLACE SKILLS (Business)

RTO: IVET

VENUE: Gisborne SC

DURATION: 2 Years

DAY: Wednesday

TIME: 9am

This entry-level course provides students with fundamental, transferrable skills and knowledge that underpins all workplace performance. It can lead to further study in either technical or non- technical vocations, or to achieve entry level employment in a variety of industries.

Note: Venue and location may vary depending on student interest in this certificate.

CODE	UNIT
BSBCMM211	Apply communication skills 40 hours
BSBCRT201	Develop and apply thinking and problem-solving skills 30 hours
BSBOPS201	Work effectively in business environments 30 hours
BSBPEF101	Plan and prepare for work readiness 20 hours
BSBPEF202	Plan and apply time management 20 hours
BSBSUS211	Participate in sustainable work practices 20 hours
BSBTEC201	Use business software applications 60 hours
BSBTEC202	Use Digital technologies to communicate in a work environment 20 hours
BSBTEC203	Research using the internet 30 hours
BSBWHS211	Contribute to health and safety of self and others 20 hours

Future Pathways

Cert III Business; Diploma Certificate in Business; Advance Diploma Business Studies; bachelor's degree in business

Potential Careers

Office Assistant (Accounts); Receptionist; Business Management

Structured Workplace Learning:

Minimum 10 Days of Structured Workplace Learning.

[Work experience - Macedon Ranges Shire Council \(mrsc.vic.gov.au\)](http://mrsc.vic.gov.au)

[Careers - Benetas](#)



NAME OF STUDENT: _____

HOME SCHOOL: _____

NAME OF VET CERTIFICATE: _____

USI NUMBER: _____

VSN: _____

I AGREE TO ABIDE BY THE FOLLOWING CONDITIONS WHILE I AM ENROLLED IN A VET CERTIFICATE COURSE. I will:

1. ATTEND MY VET CLASS AS TIMETABLED AND BE PUNCTUAL. FAILURE TO ATTEND VET CLASSES MAY RESULT IN **NOT** ACHIEVING THE CERTIFICATE OR BEING WITHDRAWN FROM VET.
2. MY ONGOING ENROLMENT IN VET WILL BE BASED ON MY ATTENDANCE OF 180 NOMINAL HOURS, EFFORT, ATTITUDE AND BEHAVIOUR.
3. CARRY OUT THE SET WORK TO THE BEST OF MY ABILITY.
4. IF I AM UNABLE TO ATTEND DUE TO ILLNESS OR OTHER CAUSE I WILL INFORM THE HOME SCHOOL AND RTO AS SOON AS POSSIBLE. I WILL PRESENT A DOCTOR'S CERTIFICATE.
5. FOLLOW THE INSTRUCTIONS OF THE VET TEACHERS AND OTHER TEACHERS AND BEHAVE SENSIBLY AND APPROPRIATELY AT ALL TIMES BOTH IN AND OUT OF THE CLASS AND WHEN TRAVELLING TO AND FROM THE VET VENUE.
6. WEAR CORRECT HOME SCHOOL UNIFORM AT ALL TIMES. I WILL ALSO WEAR PROTECTIVE CLOTHING AS REQUIRED.
7. ATTEND CATCH UP SESSIONS AS TIMETABLED WHEN REQUIRED, WORK QUIETLY DURING THESE SESSIONS AND COOPERATE WITH SUPERVISING TEACHERS.
8. ORGANISE AND UNDERTAKE APPROPRIATE STRUCTURED WORKPLACE LEARNING AS PART OF MY VET PROGRAM. NOTE: VCE AND YEAR 10 STUDENTS WHO WISH TO DO WORK PLACEMENT WILL NEED TO DO SO IN SCHOOL HOLIDAYS TO MINIMIZE IMPACT ON THEIR STUDIES.
9. I UNDERSTAND THAT IF I DO NOT KEEP TO THESE CONDITIONS, I MAY HAVE TO WITHDRAW FROM THE ABOVE VET CERTIFICATE.
10. I AGREE TO MY PHOTO BEING USED FOR VET MARKETING AND PROMOTIONAL PURPOSES. YES NO

SIGNED (STUDENT) _____

PARENT: I WILL SUPPORT MY CHILD'S DECISION TO UNDERTAKE A VET COURSE OF STUDY AND ALL THAT ENTAILS.

SIGNED (PARENT/GUARDIAN) _____

DATE: _____