

VOCATIONAL
EDUCATIONAL
TRAINING DELIVERY IN
SCHOOLS

VET 2024



What is VET?

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

FEATURES OF VET

- VET is usually a two-year program combining general VCE studies with accredited vocational education and training.
- It enables students to complete a nationally recognised vocational qualification (e.g., Certificate II Allied Health) whilst studying the Victorian Certificate of Education (VCE) or the Victorian Certificate of Education Vocational Major (VCEVM).
- 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 Vocational Studies units, which are delivered internally or externally a registered training organisation (RTO). Only teachers with Cert IV Training and Assessment (TAE) can teach VETDSS.

STRUCTURED WORKPLACE LEARNING (SWL)

Students undertake work with an employer that enables the student to demonstrate their acquired skills and knowledge in an industry setting. During the Structured Workplace Learning placement, a student will have specific tasks to undertake to demonstrate competency. Students will be regularly monitored and may be assessed on the job. SWL is built into the VCEVM program. Year 10 and VCE students will need to complete SWL in school holiday time to minimize impact on their studies.

CONTRIBUTION TO THE VCE

- 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.
- 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 Victorian Tertiary Admission Centre (VTAC).

CONTRIBUTION TO THE VICTORIAN CERTIFICATE EDUCATION (VCE-VM) for 2023 onwards

- VET will be compulsory for students studying the Victorian Certificate of Education – **Vocational Major (VCEVM)**. It contributes to the satisfactory completion of the Vocational Major Work-Related Skills (WRS) component.
- The VCEVM is a 2- year vocational and applied learning program that will enable transitions into apprenticeships, traineeships, further education and training and university (via non-ATAR pathways).
- **180 hours of VET attendance each year is required to pass VCEVM.**

REQUIREMENTS for VET

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 enroll into VET courses. You can create or retrieve your USI number from usi.gov.au

COSTS

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

STUDENTS ABSENCES

To successfully complete the course students are expected to attend **ALL** VET Classes. Two approved absences will be allowed for school camps, excursions, or illness with medical certificate.

CATCH UP CLASSES

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

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 Agreement.

TRANSPORT ARRANGEMENTS

Students are expected to make their own travel arrangements to and from VET venues.

Apply for a Student Concession Card on

<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 (SWL)** 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.** Contact Careers team if you need assistance.
- SWL helps students develop the vocational skills and knowledge learnt in their VET class with an employer in an authentic working environment.

The SWL portal is a statewide 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 travel 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 SWL Coordinator 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.

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 classroom teacher 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.

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.

Steps to take:

1. Study the Course requirements of your chosen VET. Note: some VET courses require a high standard of Math or understanding of English.
2. Take a VET Readiness test if applying for Electrical or Allied Health.
3. Attend a course guidance counselling session with a member of the Careers Team.
4. Fill in an expression of interest form _____
5. Apply for a place on Victorian Certificate Education - Vocational Major **by due date: Friday 28th July 2023.**
6. VET Coordinator will submit an expression of interest with registered training organisations.
7. An offer of placement will be sent to you. If course demand is high, RTO will prioritise candidates.
8. Accept the offer and go through the enrolment process with the RTO if a placement is offered.
9. Attend Orientation Day.
10. Discuss options with Careers Practitioner if you are not offered a place.

PLEASE NOTE:

Courses are subject to change. Courses delivered at different RTO's may vary slightly. Students will be notified of changes prior to course commencement.

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

WITHDRAWAL FROM 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: 23 February 2024.

Withdrawing from a course post census date, please see Senior School Programs Leader Katherine Smith to obtain a withdrawal from VET Form.

Advantages

VET INCREASES STUDENTS' LEARNING POTENTIAL

- Increases student's success with apprenticeship applications.
- Develops students Employability Skills.
- 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.
- Improves employment prospects. Students may be offered part time or casual work.
- 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.

Please contact the Careers Team at Gisborne Secondary College if you would like to discuss further.

Careers Practitioner:

John Tikulin john.tikulin@education.vic.gov.au

VET/SWL/Careers Coordinator:

Kathy Gossip kathy.gossip@education.vic.gov.au

Headstart Coordinator:

Sonya Carson sonya.carson@education.vic.gov.au

VET STUDIES

Certificate II in Active Volunteering

Certificate II in Agriculture

Certificate III in Allied Health Assistance

Certificate II in Animal Studies

Certificate II in Automotive Vocational

Certificate III in Beauty Services

Certificate II in Building & Construction

Cert II Civil Construction

Certificate III in Community Services

Certificate III in Early Childhood Education and Care

Certificate II in Dance 1

Certificate III in Dance 2 (VCE/VET)

Certificate II in Electro technology

Certificate II in Engineering

Cert III Equine

Certificate II Cooking

Cert III in Information Digital Media & Technology

Certificate II in Make-Up

Certificate III in Music (Sound Production)

Certificate II in Plumbing

Certificate II in Salon Assistant

Certificate III in Screen Media

Certificate III in Sport & Recreation

Certificate II in Workplace Skills

Student Contract

FORMS

ACTIVE VOLUNTEERING

RTO: ACCESS VENUE: GISBORNE DURATION: 1 YEAR DAY: WEDNESDAY TIME: TBA	CHC24015 Project Ready Cert II Active Volunteering
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	UNIT
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 possible 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

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE.

SWL: Minimum 20 Days of Structured Workplace Learning.

[Junior Volunteers | CFA \(Country Fire Authority\)](#)
[Find your local Landcare group \(landcarevictoria.org.au\)](#)
[Junior accredited units and child safety \(ses.vic.gov.au\)](#)
[St John Youth Membership \(stjohnvic.com.au\)](#)



AGRICULTURE

RTO: SALESIAN COLLEGE SUNBURY DURATION: 2 YEARS DAY: Wednesday TIMES: 1pm-5pm	AHC20116 CERTIFICATE II IN AGRICULTURE 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.
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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
AHC BIO203	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.

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE. SWL: Minimum 20 Days of Structured Workplace Learning.

ALLIED HEALTH

RTO: KANGAN TAFE BENDIGO DURATION: 2 YEARS DAY: TUESDAY TIMES: TBA	HLT33015 CERT III ALLIED HEALTH ASSISTANCE YR 1 (partial completion) 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.
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CODE	UNIT
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
HLTWHS001	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

Possible job outcomes are 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.

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE.

SWL: 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>



ANIMAL STUDIES

RTO: KANGAN TAFE BENDIGO DURATION: 1 YEAR DAY: TUESDAY TIMES: TBA	ACM20121 CERT II ANIMAL STUDIES
	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	UNIT
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;

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE.

SWL: 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 \(galahads-sanctuary.com\)](#)



AUTOMOTIVE STUDIES

RTO: KANGAN VENUE: DOCKLANDS DURATION: 2 YEARS DAY: WEDNESDAY TIME: TBA	AUR20720 AUTOMOTIVE VOCATIONAL PREPARATION
	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	UNIT
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
AURTTE008	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.

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE.
 SWL: Minimum 20 Days of Structured Workplace Learning.

[Careers | Autosports Group](#)
[Careers | Bridgestone Australia](#)
[Careers - Eagers Automotive](#)
[Sunbury Ford](#)








BEAUTY STUDIES

RTO: VU POLYTECHNICS VENUE: MELBOURNE CBD DAY: WEDNESDAY TIME: TBA	SHB30115 CERT III BEAUTY SERVICES YR 1 & 2
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.

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE.

SWL: Minimum 20 Days of Structured Workplace Learning.

[Career opportunities at MECCA](#)

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

[Evoke Medispa Gisborne](#)

MECCA



BUILDING AND CONSTRUCTION (CARPENTRY)

RTO: AIET (121314) VENUE: GISBORNE SC DURATION: 2 YEARS DAY: WEDNESDAY TIME: TBA	22338VIC CERT II BUILDING & CONSTRUCTION (Carpentry)
	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.

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

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE.

SWL: Minimum 20 Days of Structured Workplace Learning.

[LAYTON HOMES](#)

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

[Join our Team | Hanson Australia](#)



CIVIL CONSTRUCTION

RTO: VU VENUE: VU POLYTECHNICS SUNSHINE DURATION: 2 YEARS DAY: WEDNESDAY TIME: TBA	RII20720 CERT II CIVIL CONSTRUCTION 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.
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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

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE.
 SWL: Minimum 20 Days of Structured Workplace Learning.

[Careers](#) | [Made for More](#) | [Work at WesTrac](#) | [WesTrac](#)
[John Holland Group](#)
[Apprentices, cadets and trainees \(downergroup.com\)](#)



COMMUNITY SERVICES

RTO: IVET (40548) VENUE: CRC Catholic Regional College DURATION: 2 YEARS DAY: Tuesday or Wed 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.
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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



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SWL: Minimum 20 Days of Structured Workplace Learning.

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



EARLY CHILDHOOD EDUCATION CARE

RTO: ACCESS AUST. GROUP VENUE: MANNA GUMS FAMILY & CHILDREN'S CENTRE, GISBORNE DAY: Tuesday TIME: 9am	CHC30121 CERT III EARLY CHILDHOOD & CARE 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.
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)	
VCE - VM: VET is compulsory for students studying Vocational Major of the VCE. SWL: Minimum 20 Days of Structured Workplace Learning.	
Manna Gum Family and Children's Centre - Macedon Ranges Shire Council (mrcs.vic.gov.au) Careers and training Goodstart	
 	

DANCE 1

RTO: AUSDANCE VENUE: GISBORNE SC DURATION: 1 YEAR DAY: WEDNESDAY TIME: TBA	CUA20120 CERT II IN DANCE
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

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE.
 SWL: Minimum 10 Days of Structured Workplace Learning.

[Steps Performing Arts](#)
[Home | carmel-amelia-dance \(carmelamelia.com.au\)](http://carmel-amelia-dance.com.au)
[Dance | Flashdance Performing Arts | Sunbury](#)



DANCE 2

RTO: AUSDANCE VENUE: GISBORNE SC DURATION: 2 YEARS DAY: WEDNESDAY TIME: TBA	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #ADD8E6; text-align: center;">CUA30120 CERT III IN DANCE</th> </tr> <tr> <td style="padding: 5px;"> ENTRY REQUIREMENTS: 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. </td> </tr> </table>	CUA30120 CERT III IN DANCE	ENTRY REQUIREMENTS: 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.
CUA30120 CERT III IN DANCE			
ENTRY REQUIREMENTS: 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

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE.
 SWL: 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](#)




ELECTROTECHNOLOGY

RTO: KANGAN VENUE: BENDIGO DAY: TUESDAY TIME: TBA	22499VIC CERT II ELECTRO-TECHNOLOGY (PRE-APPRENTICESHIP) 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.
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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

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE.

SWL: Minimum 20 Days of Structured Workplace Learning.

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



ENGINEERING

RTO: KANGAN VENUE: BENDIGO DAY: TUESDAY TIME: TBA	22470VIC CERT II ENGINEERING STUDIES
	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.

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;

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE.



SWL: Minimum 10 Days of Structured Workplace Learning.

[Careers | Hofmann Engineering](#)



[Barker Trailers](#)



EQUINE STUDIES

RTO: SKILLINVEST DURATION: 2 YEARS VENUE: BALLARAT DAY: TUESDAY TIME: TBA	22513VIC CERT II EQUINE STUDIES
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	
VCE - VM: VET is compulsory for students studying Vocational Major of the VCE. SWL: Minimum 10 Days of Structured Workplace Learning.	
Damien Munro Equine Therapist - Acupuncture, Chiropractor and Massage For Horses (macedonrangesequinetherapy.com)	
The Equine Effect - The Pursuit of Possibility	
	

CERT II COOKING

RTO: KANGAN VENUE: BENDIGO DURATION: 2 YEARS DAY: TUESDAY TIME: TBA	SIT20421 CERT II COOKING
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	
VCE - VM: VET is compulsory for students studying Vocational Major of the VCE. SWL: Minimum 10 Days of Structured Workplace Learning.	
Home (gisbornecollective.com.au) Gisborne (thejollymiller.com.au)	
  JOLLY MILLER	

INFORMATION, DIGITAL MEDIA & TECHNOLOGY

RTO: IVET VENUE: GISBORNE SC DAY: Wednesday TIME: TBA	ICT30120 CERT III INFORMATION, DIGITAL MEDIA AND TECHNOLOGY 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.
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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

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE.
 SWL: Minimum 10 Days of Structured Workplace Learning.

[Careers | BAE Systems](#)



CERTIFICATE III IN MAKEUP

RTO: 3113 VU POLYTECHNICS VENUE: CITY TOWER DURATION: 2 YEARS DAY: WEDNESDAY TIME: TBA	SHB30215 CERT III MAKEUP
	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;

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE.
 SWL: Minimum 10 Days of Structured Workplace Learning.

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

MECCA



CERTIFICATE III MUSIC (SOUND PRODUCTION)

RTO: COSAMP VENUE: CRC SYDENHAM DURATION: 2 YEARS DAY: TUESDAY TIME: TBA	CUA30920 CERT III MUSIC SOUND PRODUCTION
	A practical, skills-based approach to learning music performance and sound production. Learn to setup, record, and mix multi-track productions. Use DAW software platforms including Pro-tools, Logic, Cubase, Mixcraft and Ableton Live. Create loops, program beats, and develop skills for producing music with technology. Learn how to create great live sounds for bands, theatre, and events. Complete practical “real world” assessment tasks.

CODE	UNIT
ICTICT301	Create user documentation
ICTICT302	Install and optimise operating system software
ICTSAS307	Install and configure and secure a small office or home office network
ICTSAS305	Provide ICT advice to clients
ICTSAS306	Maintain equipment and software
ICTICT308	Use advanced features of computer applications
ICTWEB302	Build simple websites using commercial programs
CUASOU201	Develop basic audio skills and knowledge
CUASTA202	Assist with bump in and bump out of shows
CUASOU321	Mix Music In Studio Environments
CUASOU412	Manage Audio Input Sources
CUAIND314	Plan A Career In The Creative Arts Industry
CUASOU306	Operate Sound Reinforcement Systems
CUASOU317	Record And Mix Basic Music Demos
CUASOU308	Install And Disassemble Audio Equipment

Future Pathways

Cert IV Technical Production; Diploma in Technical Production; Bachelor in Technical Production.

Potential Careers

Sound Engineer; Recording Studio Engineer

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE.

SWL: Minimum 10 Days of Structured Workplace Learning.

[Mix on the Move](#)

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



Red Moon Studios

CERTIFICATE II IN PLUMBING

RTO: VU POLYTECHNICS VENUE: SUNSHINE DURATION: 2 YEARS TIME: WEDNESDAY TIME: TBA	22569VIC CERT II PLUMBING (pre-apprenticeship)
	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)

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE.

SWL: Minimum 10 Days of Structured Workplace Learning.

[Reece Group Careers](#)



CERTIFICATE II IN SALON ASSIST

RTO: Kangan VENUE: Richmond (Cremorne) DURATION: 1 YEAR DAY: WEDNESDAY TIME: TBA	SHB20216 CERT II IN SALON ASSISTANT (pre-apprenticeship)
	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.

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE.

SWL: Minimum 10 Days of Structured Workplace Learning.

[Colour is my World - Home](#)


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



CERTIFICATE III IN SCREEN MEDIA

RTO: IMVC VENUE: CRC Catholic Regional College DURATION: 2 YEARS DAY: Tuesday TIME: TBA	CERT III IN SCREEN AND MEDIA (CREATIVE AND DIGITAL MEDIA FOCUS)
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 an 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 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.	
VCE - VM: VET is compulsory for students studying Vocational Major of the VCE. SWL: 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.	

CERTIFICATE III IN SPORT AND RECREATION

RTO: IVET VENUE: CRC Catholic Regional College DURATION: 2 YEARS DAY: WEDNESDAY TIME: TBA	SIS30115 CERT III SPORT AND RECREATION
	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 Degree in sports Administration.	
Potential Careers Fitness Instructor; Personal trainer; Teacher; Sports Administrator	
VCE - VM: VET is compulsory for students studying Vocational Major of the VCE. SWL: Minimum 10 Days of Structured Workplace Learning.	
Work experience - Macedon Ranges Shire Council (mrsc.vic.gov.au)	
	

CERTIFICATE II IN WORKPLACE SKILLS

RTO: IVET VENUE: GISBORNE SC DURATION: 2 YEARS DAY: WEDNESDAY TIME: TBA	BSB20120 CERT II WORKPLACE SKILLS (Business)
	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.

CODE	UNIT
BSBMM211	Apply communication skills 40 hours
BSBRT201	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 Degree in Business

Potential Careers
 Office Assistant (Accounts); Receptionist; Business Management;

VCE - VM: VET is compulsory for students studying Vocational Major of the VCE.
 SWL: Minimum 10 Days of Structured Workplace Learning.

[Work experience - Macedon Ranges Shire Council \(mrcs.vic.gov.au\)](http://mrcs.vic.gov.au)
[Careers - Benetas](#)



AGREEMENT

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

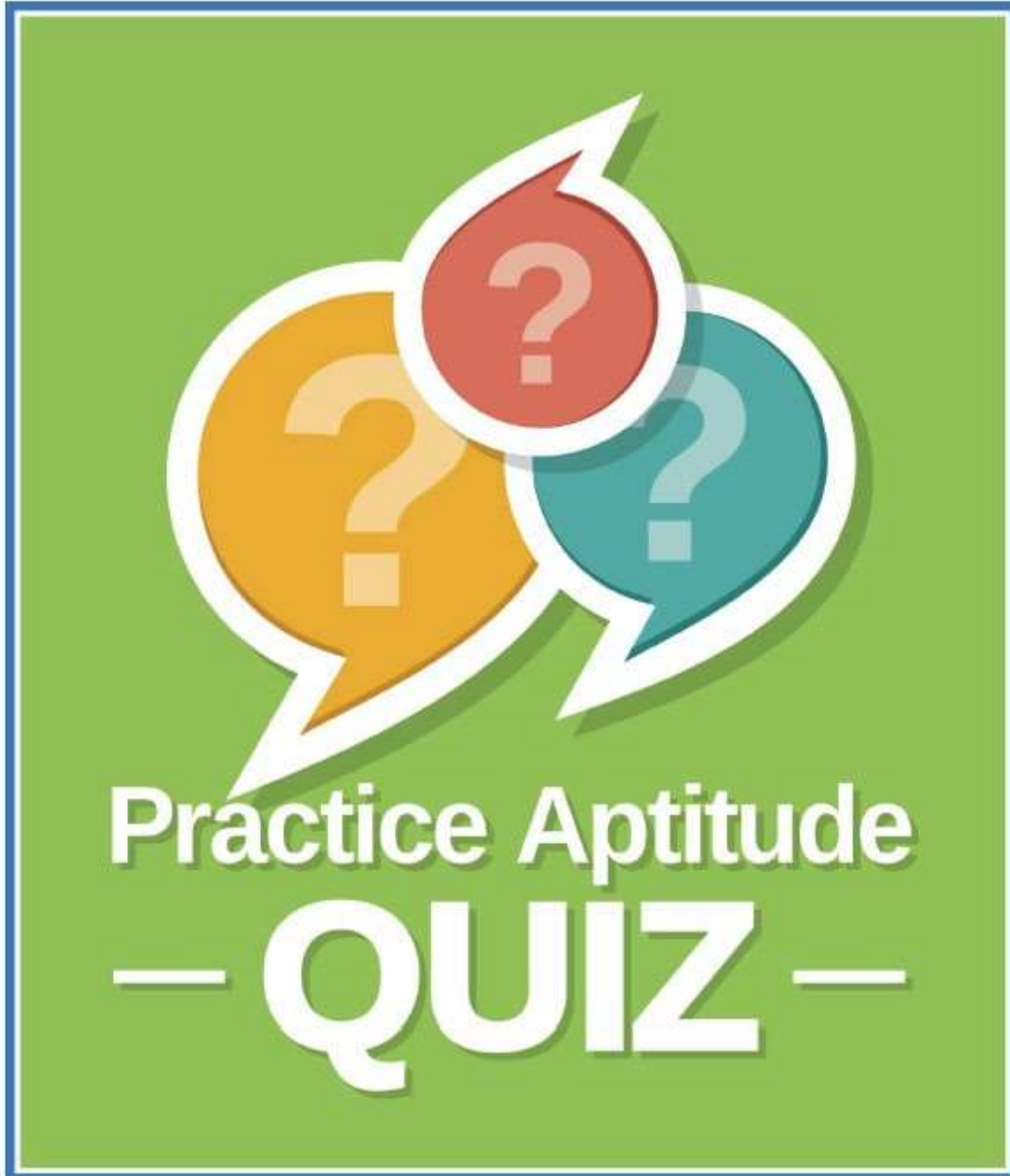
NO

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: _____



Electrical and Electronic



Practice Aptitude QUIZ

Part 1: About this Electrical and Electronic Quiz

This Practice Aptitude Quiz shows some of the key learning standards needed by someone starting an Australian Apprenticeships entry-level qualification in the Electrical and Electronic sector. The quiz was developed with the help of industry, TAFE and the secondary school sector as a careers resource.

This Practice Aptitude Quiz is not a formal assessment tool or a pre-requisite for any job application.

About this quiz

- This quiz focuses on literacy and numeracy questions, using examples related to this specific industry.
- The quiz should take approximately 1 hour and 45 minutes to complete.
- You can use calculators to assist you during the quiz.
- Answers are located at the end of the quiz.
- Prices for items and rates of pay are used for maths purposes only. They may not reflect correct values.

Who should use it?

This quiz can be used by students and job hunters who want to understand the literacy and numeracy requirements of an Australian Apprenticeship. It can also be used as a practice before sitting a formal aptitude test.

The quiz can also be used by organisations and career practitioners working with students and job hunters, to:

- Assist in discussions about the literacy and numeracy requirements of Australian Apprenticeship training.
- Provide guidance on the level of study involved in starting an Australian Apprenticeship entry level qualification in this industry.
- Demonstrate and explain how literacy or numeracy relate to this industry.

Employers and industry associations may also use this quiz to educate potential Australian Apprentices about the literacy and numeracy requirements in their industry.

After the quiz

If you are worried about your literacy or numeracy skills you should talk to a career adviser or teacher if you are still at school or in training. You can also talk to the Reading Writing Hotline on 1300 655 506 or at readingwritinghotline.edu.au.

For more information about the industry you are interested in, take a look at the industry pages at aapathways.com.au/industries. You can find information about pre-apprenticeships, industry specific job-hunting tips, and peak industry bodies that may be able to help you with further information about that industry.



Practice Aptitude QUIZ

Information about the Steps to an Australian Apprenticeship can be found at aapathways.com.au/steps. These will help you with the steps to finding an Australian Apprenticeship, including preparation and job hunting.

Useful contacts

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- Career services: aapathways.com.au/career-services
- Australian Apprenticeship Support Network providers: aapathways.com.au/sps
- Group Training Organisations: aapathways.com.au/sps

Intended Use Summary

This quiz is:

- A practice test of literacy and numeracy skills.
- A general guide to study requirements for entry level qualifications.
- Intended to test at a Year 10 level.
- Intended to guide further careers investigation with the help of a careers expert.
- Designed to be completed with a calculator.

This quiz is not:

- A pre-requisite for any job application.
- A formal assessment of literacy and numeracy.
- A test of general knowledge.
- A test of complex problem solving or reasoning.
- A guide for prices of items or rates of pay. These figures are fictional examples.

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Practice Aptitude QUIZ

Part 2: The Quiz

Section 1: Language and Literacy

1. Read the following media release then answer the questions that follow:

4 April 2011

More maths and physics at school says electrical industry.

(Source: NECA press release)

Today, peak Australian electrical industry body, the National Electrical and Communications Association (NECA), supported calls to place a renewed focus on maths and physics at secondary school.

NECA was responding to an Industry Skills Council that said the average result in some apprentice tests involving maths and physics was 57% compared to 70% in previous years.

NECA chief executive officer, Mr James Tinslay, said while the electrical industry was attracting large numbers of apprentices it is still important for the next generation of apprentices to have solid numeracy skills when they leave school and not rely on tertiary education to fill the void.

"NECA has experienced record applications and completion of apprenticeships in its group training companies throughout Australia. It is promising to see so many young people making a career out of learning a trade but it is not surprising when you consider the massive opportunities in the industry," Mr Tinslay said.

"As the number of new apprenticeships grow to help manage skill shortages in the electrical and communications industry, it is important that vocational training focus on workplace skills and not substitute for schooling."

With large infrastructure projects such as the National Broadband Network (NBN) and the boom in mining operations in Australia, it is a great time to begin a career in the electrical industry.

"The industry will continue to grow and NECA expects to see more apprentices begin their careers in the coming years. There can be a gap between year 10, year 12 and entry levels of maths and physics required to undertake an electrical apprenticeship, and this needs addressing.

"NECA supports calls for a renewed focus on these skills at secondary school to help students prepare for a career in the electrical and communications industry," Mr Tinslay said.

- a. What does NECA stand for?



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b. What does NECA support?

c. What two projects or activities are providing career opportunities in the electrical industry?

d. What two subjects should vocational training focus on in secondary schools, in the opinion of the NECA?

2. Occupational Health and Safety (OHS)

There are agencies in each State and Territory whose primary role is to promote and encourage safe, fair and productive working lives by working with employers, employees, unions and industry representatives. These agencies are responsible for administering industrial relations (IR) legislation and managing OHS functions in each state or territory.

For example, SafeWork SA is South Australia's occupational health, safety and welfare (OHS) agency. The following extract is from the SafeWork SA website – www.safework.sa.gov.au

Read the extract and answer the questions on the following pages:

Hierarchy of control measures

The hierarchy of control is a sequence of options which offer you a number of ways to approach the hazard control process. Everyone in the workplace must adhere to the OHS policies and procedures. Here is a list of some OHS policies and procedures, with typical examples.

Eliminate the hazard:

- Remove hazardous electrical plants from the workplace;
- Cease in-house operations of hazardous work.



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If this is not practical, then...

Substitute the hazard with a lesser risk:

- Use low voltage electrical plant;
- Substitute movable electrical plant for fixed.

If this is not practical, then...

Isolate the hazard:

- Place hazardous electrical plant in enclosures with restricted access;
- Place out-of-service tags on plant.

If this is not practical, then...

Use engineering controls:

- Use RCDs (safety switches) to protect socket outlets which supply electrical plant.

If this is not practical, then...

Use administrative controls:

- Perform regular inspection and tests on electrical plant and electrical installations;
- Implement safe work practices, instruction and training.

If this is not practical, then...

Use Personal Protective Equipment (PPE):

Use rubber mats, insulated gloves, eye protection, boots, and head gear (also to be used in conjunction with above measures).

Examples of some Personal Protective Equipment (PPE) and safety signs that may be used in the Electrical Trades:

Gloves



Photo A

Breathing Mask



Photo B

Goggles



Photo C

Non-conductive Tools



Photo D



Sign A



Sign B



Sign C



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Answer the following questions:

- a. Where does Personal Protective Equipment stand on the hierarchy of control?

- b. How do you eliminate a hazard?

- c. What are RCDs and why are they used?

- d. What is the role of each state and territory OHS agency?

- e. Name at least two PPE items to use when installing a light fitting overhead:



Practice Aptitude QUIZ

Section 2: Numeracy

1. Match the type of number with the examples provided:

$\frac{3}{8}$	35°	75%
5:4	16.37	$3\frac{1}{4}$

a. Percentage	<input type="text"/>
b. Decimal Number	<input type="text"/>
c. Fraction	<input type="text"/>
d. Mixed Number	<input type="text"/>
e. Ratio	<input type="text"/>
f. Angle	<input type="text"/>

2. Arrange in ascending order: (from smallest to largest)

4 -2 $\frac{1}{2}$ 3.7 0 -8

3. Write in descending order: (from largest to smallest)

$\frac{1}{4}$ $\frac{2}{3}$ 0.3

4. Express the following in scientific notation:

a. 17,601	<input type="text"/>
b. 729,123	<input type="text"/>
c. 0.00015	<input type="text"/>
d. 12.72	<input type="text"/>

5. Calculate the following:

a. 10^2	<input type="text"/>
b. 3^3	<input type="text"/>
c. $\sqrt{36}$	<input type="text"/>
d. $(\sqrt{9})^2$	<input type="text"/>



Practice Aptitude QUIZ

6. Add the following:

a. \$2, \$21.45 and \$8.23

b. 18.32, 471.019 and 315

7. Calculate the following:

a. $5,218 - 1,784$

b. $43.18 - 29.461$

8. Multiply the following:

a. 6.87 by 10

b. 13.8 by 3

c. 46.2 by 8.5

9. Divide the following:

a. 3.45 by 10

b. 3.024 by 14

c. 56.2 by 0.2

10. Simplify the following:

a. $2 + 3 \times 4$

b. $4 - 10 \div 2$

c. $\frac{50+50}{2 \times 25}$

d. $(16 - 5) \times 3$

11. Add the following:

a. $\frac{1}{4}$ and $\frac{1}{2}$

b. $\frac{2}{9}$ and $\frac{5}{6}$

c. $3\frac{1}{4}$ and $\frac{1}{8}$



Practice Aptitude QUIZ

12. Calculate the following:

a. $\frac{5}{6} - \frac{1}{4}$

b. $2\frac{1}{14} - \frac{4}{7}$

13. Evaluate the following:

a. 10% of \$44

b. 25% of 12.84

14. Michelle is a first-year apprentice who earns \$600 a week as an apprentice electrician. She gets a pay rise of 5%. What is her new wage?

15. An article bought for \$250 is sold for \$375. Find:

a. The profit in dollars.

b. The profit as a percentage of the cost price.

16. Jonas, an electrician, buys the following from an electrical wholesaler: cable \$215; power points \$95; and fixings \$8. Jonas receives a 10% trade discount.

a. How much would Jonas pay with no discount?

b. How much would Jonas pay with discount?

c. How much has Jonas saved?

17. Barry scored 80% in an exam. There were 25 questions.

a. How many questions did Barry get right?

b. How many questions did Barry get wrong?

18. What percentage is 30 out of 50?



Practice Aptitude QUIZ

19. Electrical goods are subject to a goods and services tax (GST) of 10% of the sale price. If a refrigerator's pre-tax price is \$850:

a. What is the tax?

b. What is the selling price?

20. The efficiency of a machine is rated at 70%. If the input to the machine is 200 watts, what is the output power available?

21. Remove the brackets and simplify the following:

a. $(2x + y) - (x - 4y)$

b. $(3a - b) - (2a - 3b)$

22. If $P = F/A$ find P, if $F = 60$ and $A = 20$?

23. Re-arrange the following formulae to make the letter in brackets the subject of the formula:

a. $P = VI$ (V)

b. $P = \frac{\pi Q_1}{30}$ (Q)

24. The formula for working out the voltage is $V = E - iR$. Re-arrange the formula to:

a. Make E the subject

b. Make R the subject

25. The ratio of a diameter of 'pulley A' to 'pulley B' is 4.5 to 2. If 'pulley A' has a diameter of 450 mm what is the diameter of 'pulley B'?



Practice Aptitude QUIZ

26. What is the ratio of the number of light bulbs to double power points?

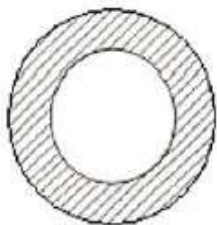


27. The mass of two resistor boxes are in the ratio of 2:5. The smaller box has a mass of 20 kg. What is the mass of the larger box?

28. Convert 5 amps to milliamps (mA):

29. Convert 12k ohms to ohms (Ω):

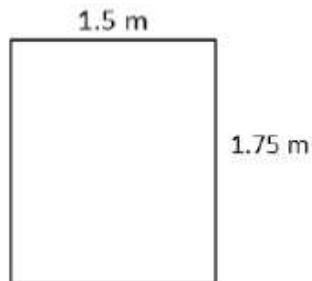
30. A large washer has an outer radius of 10 mm and a hole with a diameter of 14 mm. What is the area of the washer? (Use $\pi = 3.14$):





Practice Aptitude QUIZ

31. Calculate the area of the solar panel which has a base length of 1.5 m and a height of 1.75 m:

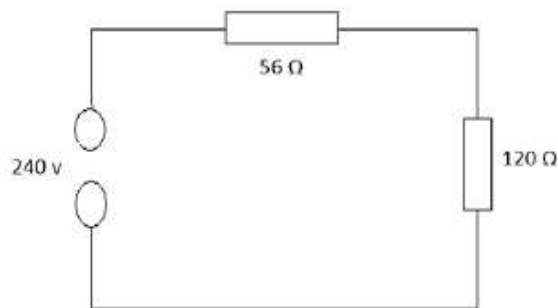


32. An electric car is travelling at 60 km per hour, how far will it travel in 3 hours?

33. Two numbers add up to 40. Find the other number if one of the numbers is 15:

34. Meeha is a data-cabling technician. She receives a gross salary of \$45,000 a year. How much does she receive each fortnight?

35. A simple circuit has two resistors, one 56 ohms and the other is 120 ohms, and is connected to a supply voltage of 240 volts. Answer the questions on the next page:



P = Power
I = Current
R = Resistance
V = Voltage

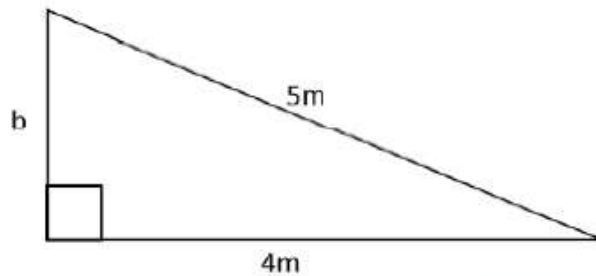


Practice Aptitude QUIZ

- a. Calculate the current flowing (in amps) in the circuit using the formula $V=IR$ correct to 3 decimal places:

- b. Calculate the total power (in watts) dissipated using the formula $P = I^2R$. For 'I', use the answer you calculated in the previous question, correct to 2 decimal places:

36. A right-angled triangle has the following dimensions. Using Pythagoras' Theorem find the missing side (b):



37. The perimeter of a room needs to be wired. The room measures 3.2 m x 3.2 m:

- a. How much wire is required to go around the outside of 3 of the walls?

- b. If Thermo Plastic Sheathed (TPS), Orange Circular and Category 6 (cat6) cable are all to be used when wiring the 3 walls, what is the total amount of wire required?



Practice Aptitude QUIZ

Answers

Section 1: Language and Literacy

- National Electrical and Communications Association
 - To place a renewed focus on maths and physics at secondary school.
 - Large infrastructure projects such as the National Broadband Network (NBN) and the boom in mining operations in Australia.
 - Maths and Physics
- PPE stands last on the hierarchy of control.
 - Eliminate a hazard by removing hazardous electrical plants from the workplace and ceasing in-house operations of hazardous work.
 - RCDs are safety switches used to protect socket outlets which supply electrical plant.
 - The main role of agencies is to promote and encourage safe, fair and productive working lives by working with employers, employees, unions and industry representatives.
 - Foot protection, hard hat, eye protection, breathing protection, hand protection, non-conductive ladder, non-conductive hand tools.

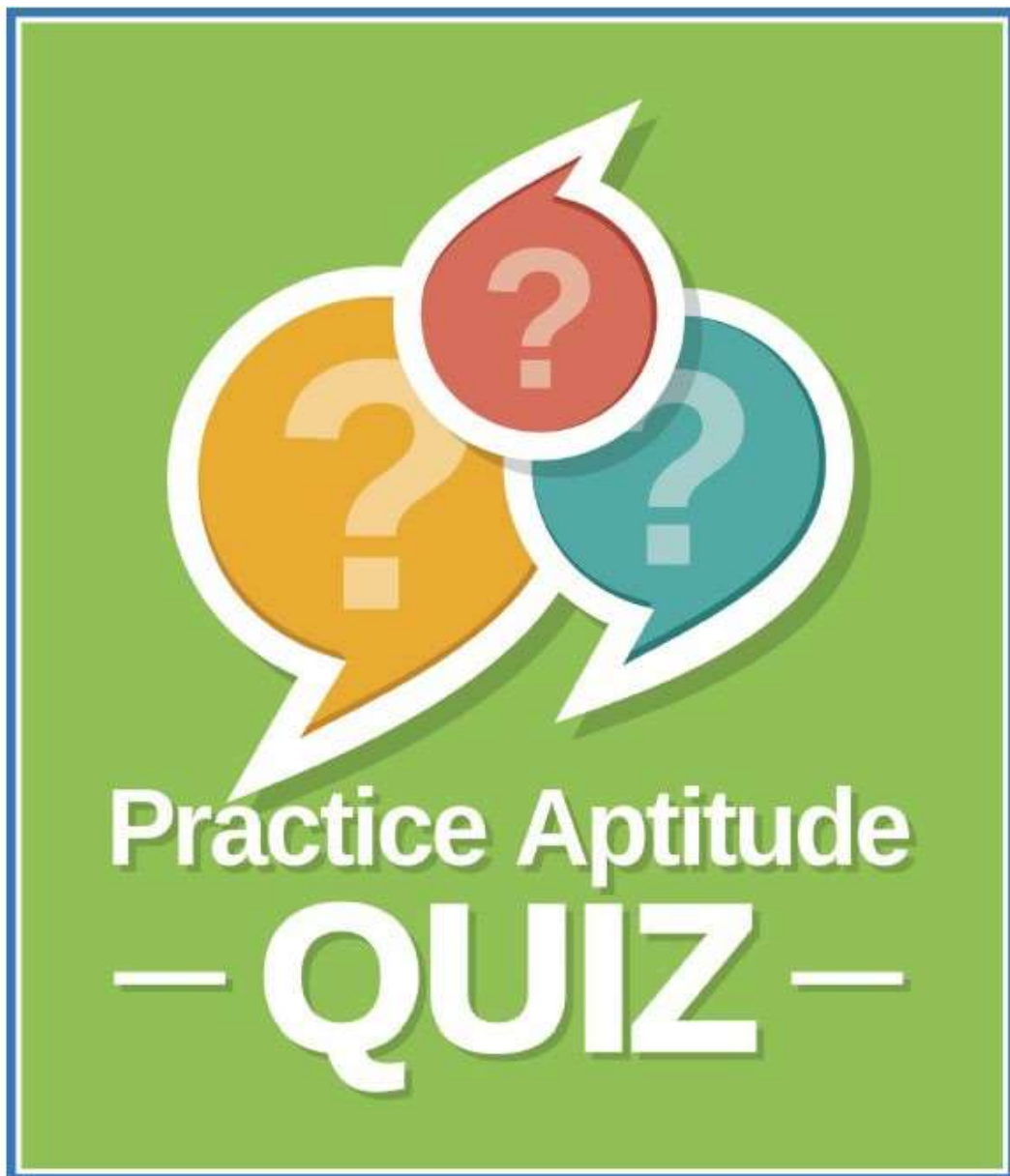
Section 2: Numeracy

- 75%
 - 16.37
 - $\frac{3}{8}$
 - $3\frac{3}{4}$
 - 5:4
 - 35°
- 8, -2, 0, $\frac{1}{2}$, 3.7, 4
- $\frac{2}{3}$, 0.3, $\frac{1}{4}$
- 1.7601×10^4
 - 7.29123×10^5
 - 1.5×10^{-4}
 - 1.272×10^1
- 100
 - 27
 - 6
 - 9
- \$31.68
 - 804.339
- 3,434
 - 13.719
- 68.7
 - 41.4
 - 392.7
- 0.345
 - 216
 - 281
- 14
 - 1
 - 2
 - 33
- $\frac{3}{4}$
 - $\frac{19}{18}$ or $1\frac{1}{18}$
 - $\frac{27}{8}$ or $3\frac{3}{8}$
- $\frac{7}{12}$
 - $1\frac{1}{2}$



Practice Aptitude QUIZ

13. a. \$4.40 b. 3.21
14. \$630
15. a. \$125 b. 50%
16. a. \$318 b. \$286.20 c. \$31.80
17. a. 20 b. 5
18. 60%
19. a. \$85 b. \$935
20. 140 watts
21. a. $x + 5y$ b. $a + 2b$
22. $P = 3$
23. a. $V = P/I$ b. $Q = 30P/\pi n$
24. a. $E = V + iR$ b. $R = \frac{E-V}{I}$
25. 200 mm
26. 2:3
27. 50 kg
28. 5000 mA 12000
29. Ω (Ohms)
30. 160.14 mm²
31. 2.625 m²
32. 180 km
33. 25
34. \$1730.77
35. a. 1.364 amps b. 325.53 W
36. 3 m
37. a. 9.6 m b. 28.8 m



Allied Health



Practice Aptitude QUIZ

Part 1: About this Allied Health Quiz

This Practice Aptitude Quiz shows some of the key learning standards needed by someone starting an Australian Apprenticeships entry-level qualification in the Allied Health sector. The quiz was developed with the help of industry, TAFE and the secondary school sector as a careers resource.

This Practice Aptitude Quiz is not a formal assessment tool or a pre-requisite for any job application.

About this quiz

- This quiz focuses on literacy and numeracy questions, using examples related to this specific industry.
- The quiz should take approximately 60 minutes to complete.
- You can use calculators to assist you during the quiz.
- Answers are located at the end of the quiz.
- Prices for items and rates of pay are used for maths purposes only. They may not reflect correct values.

Who should use it?

This quiz can be used by students and job hunters who want to understand the literacy and numeracy requirements of an Australian Apprenticeship. It can also be used as a practice before sitting a formal aptitude test.

The quiz can also be used by organisations and career practitioners working with students and job hunters, to:

- Assist in discussions about the literacy and numeracy requirements of Australian Apprenticeship training.
- Provide guidance on the level of study involved in starting an Australian Apprenticeship entry level qualification in this industry.
- Demonstrate and explain how literacy or numeracy relate to this industry.

Employers and industry associations may also use this quiz to educate potential Australian Apprentices about the literacy and numeracy requirements in their industry.

After the quiz

If you are worried about your literacy or numeracy skills you should talk to a career adviser or teacher if you are still at school or in training. You can also talk to the Reading Writing Hotline on 1300 655 506 or at readingwritinghotline.edu.au.

For more information about the industry you are interested in, take a look at the industry pages at aapathways.com.au/industries. You can find information about pre-apprenticeships, industry specific job-hunting tips, and peak industry bodies that may be able to help you with further information about that industry.



Practice Aptitude QUIZ

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Practice Aptitude QUIZ

Part 2: The Quiz

Section 1: Language and Literacy

1. Select the correct word for each of the following sentences:

a. Julie enjoys working in Allied Health and her supervisor says that Julie is always...

- punctual punctaul punctal punnctual

b. As an Allied Health Worker, you may assist physiotherapists to deliver...

- progremmes pregraims programs progaimes

c. Infection control routines are used in health...

- services cervices survices servises

d. It is important for everyone working in the health industry to look after their own health and...

- wellbing well-being welbeing willbeing

2. Select the word which can replace the word in the sentence that appears underlined:

a. Health and safety hazards can be minimised by enforcing good health and safety practices within the workplace.

- increased reduced maximised prevented

b. As an Allied Health Worker, you will provide assistance to Allied Health Professionals such as a nutritionist to implement their programs.

- opinions knowledge support answers

c. Workers in the Health industry must be careful to ensure patient confidentiality.

- gossip lies conversation privacy



Practice Aptitude QUIZ

d. When undertaking and working with daily activities in the health industry, knowledge of the correct hand washing technique is an essential requirement.

- unnecessary mandatory helpful optional

3. Select the correct spelling of the following words:

- a. Privasy Privacy Prevacy Pryvacy
b. Podiatriste Podiatrist Podietrise Poditricks
c. Steril Steeril Sterile Starile
d. Manual Mannuelle Manal Mannual

4. The following words are related to Allied Health work. Write them in alphabetical order in the right-hand column:

Allied	<input type="text"/>
Exercise	<input type="text"/>
Confidentiality	<input type="text"/>
Therapy	<input type="text"/>
Medication	<input type="text"/>
Injury	<input type="text"/>
Professional	<input type="text"/>
Brace	<input type="text"/>

5. The following procedure for washing hands is not in the correct order. Rewrite the numbers in the correct order in the box below:

1. When soap has foamed, rinse well with water.
2. Dispose the paper towel correctly.
3. Thoroughly rinse hands with water.
4. Dry hands thoroughly using clean paper towel.
5. Use medicated hand wash and rub thoroughly over both hands for 20 seconds.



Practice Aptitude QUIZ

6. Read the following article and answer the questions that follow:

Sources of Infection

(Extract from 'Working safely in Aged Care' by Aspire)

Infection is a medical condition that is caused by micro-organisms. These are very small particles that lodge in the human body and multiply, causing disease. A disease is an illness, sickness or medical condition. One of the most common infections is the common cold.

Infection is a risk for everybody. A variety of organisms can cause infections.

The most common ones are:

- **Bacteria** - bacteria are a form of plant life, often called germs. They are so small that they can only be seen under a microscope. Infections caused by bacteria can be treated with antibiotics. Antibiotics are medicines with an anti-bacterial effect;
- **Viruses** - viruses are smaller than bacteria and cannot be seen with a microscope. Viruses need a body to live in and multiply. A virus lives in the cell of a living plant or animal or person. Viruses are able to move and infect other cells. This is how a virus grows and spreads. Viral infections tend to be more severe and are harder to treat. They do not respond to antibiotics;
- **Fungi** - fungi are like mushrooms and mould and are present in the air, water and soil. Very few cause infections.

Some of these organisms are present all around us and in normal numbers do not cause infection. For example there are bacteria that live in our bowel and help us with the digestion of food.

Other organisms such as the flu virus are highly contagious. This means that they can spread very easily from one person to another. You do not have to be in contact with the virus for very long to catch it and get sick. Most people have an immune system that helps to prevent infections. Your immune system is your natural defence against illness. However as people get older, the immune system is less effective due to the ageing process.

a. What is an infection?



Practice Aptitude QUIZ

b. Who can be affected by an infection?

c. Why are infections caused by a virus more dangerous than those caused by bacteria?

d. What is meant by the term 'contagious'?



Practice Aptitude QUIZ

7. Read the following information about the role of an Allied Health Assistant:

The role of the Allied Health Assistant varies depending on the workplace and services provided. You could be involved in assisting a healthcare professional such as a Physiotherapist, Osteopath, Podiatrist, Speech Therapist or Dietician to undertake their prescribed care plan so as to enable the client to live as independently and comfortably as possible.

This could be assisting the client to practice exercises, regain their daily living skills after a stroke or accident, provide basic foot care, or help with speech therapy and exercises.

In some cases, to communicate effectively with the clients in your care you may need to use a variety of approaches such as sign language, drawings, talking slowly, listening carefully, writing, verbal responses, and using a computer appropriately.

You will also need to communicate with your colleagues and other health care professionals by providing feedback after a patient or client session and, in some cases, helping to maintain patient or client records. This means that verbal and non-verbal communication, as well as accurate spelling, grammar and numeracy, are important skills for people employed as Allied Health Assistants.

Additionally, to enable you to undertake your duties effectively you will be required to have a basic knowledge of medical terminology, a basic understanding of the human body and its systems, as well as the ability to follow safe work practices to maintain your own health and safety.

Allied Health Assistants can have a high risk of back injuries. The greatest risk of back injury is when you are lifting, carrying and lowering things. Ways to prevent injuries when lifting include:

1. Using equipment such as a hoist or trolley designed to carry a person or equipment like wheel chairs when residents have to be moved long distances;
2. Lifting only as a last resort - the best option is NOT to lift heavy items;
3. Planning the move - think about how you will move the person before you do;
4. Bending your knees;
5. Keeping the object close to your body;
6. Working with a partner;
7. Lifting in small stages - for example floor to chair, then to table;
8. Wearing appropriate clothing and shoes;
9. Asking your supervisor if you are not sure how to lift any load.



Practice Aptitude QUIZ

Thinking about the information you have just read, please answer the following questions:

a. You have been asked to set up the gym for a physiotherapy session and you notice that the large box with 15 pairs of 2.5kg hand weights that are needed for the session is in the storeroom. What course of action would you take? Select the correct response.

- Drag the box on the ground to the gym
- Try to move the box on your own to save time
- Get someone to help you move the box using a trolley

b. If the box was light enough to lift on your own, which of the following options would be an incorrect option when picking up and carrying the weights? Select the correct response.

- Plan the move before you lift
- Carry as much as possible in any one trip
- Bend your knees when lifting
- Keep the object close to the body when lifting

c. List five methods of communication that an Allied Health Assistant may use when working with clients:

d. Why are communication skills such as grammar and spelling important in the role of the Allied Health Assistant? List two reasons.



Practice Aptitude QUIZ

8. Medical words come from Latin and the word root is the basic building block of a medical term. It provides the main meaning of the word and it usually indicates a body part. The following table contains some examples of medical word roots:

WORD ROOT	BODY PART	EXAMPLE	MEANING
Gastr	Stomach	Gastric Juices	Acids in the stomach
Cardi	Heart	Cardiac arrest	A heart attack
Trache	Windpipe	Trachetitis	Inflammation of the windpipe
Dremat	Skin	Dermatitis	Inflammation of the skin
Rhin	Nose	Rhinoplasty	Surgical repair of the nose

Which parts of the body are the following words referring to?

Medical Terms	Body Part
Rhinitis	
Cardiology	
Gastritis	
Dermatology	



Practice Aptitude QUIZ

9. Read the following information about the systems of the body:

Respiratory - takes in/expels air, absorbs oxygen into the blood, removes carbon dioxide.
Digestive - takes in food, processes/extracts nutrients, expels waste.
Cardiovascular - pumps oxygenated blood around the body and returns oxygen-poor blood to the lungs.
Urinary - controls the volume and composition of blood, filters and expels waste.
Nervous - regulates and coordinates physical and mental body activity.
Reproduction - creation, development and nurturing of babies.
Integumentary - protects against dehydration and injury - the skin, eyelashes, nails.
Muscular - holds body erect, allows movement, generates body heat, moves body fluids.
Skeletal - supports and shapes the body, protects vital organs, forms some blood cells, stores minerals.
Endocrine - integrates all body functions.

Match each body system with the correct functions:

Body System	Body System Letter	Body System Function	Write Corresponding Body System Letter In This Column:
Urinary	A	Creation, development and nurturing of babies	
Integumentary	B	Gives support and shape to the body and protects vital organs	
Nervous	C	Takes in and expels air, absorbing oxygen into the bloodstream and removing carbon dioxide	
Reproductive	D	Protects against injury and dehydration	
Digestive	E	Pumps oxygen-rich blood to all areas of the body and returns oxygen-poor blood to the lungs	
Respiratory	F	Regulates and coordinates physical and mental body activity	
Skeletal	G	Takes in food, processes it, extracts nutrients then expels waste	
Cardiovascular	H	Controls the volume and composition of blood, filters and expels waste	



Practice Aptitude QUIZ

10. Read the following and answer the questions:

Mr Murali has had a stroke that has affected his speech and his range of movements. You have been asked to assist with his exercises to help him regain movement in his right arm.

He appears to have trouble understanding and completing the exercises and is becoming frustrated. You decide to assist Mr Murali by drawing some 'step by step' pictures of the exercises, and once again demonstrate the exercises yourself. You speak slowly and calmly, making direct eye contact with Mr Murali as you repeat your explanation of the exercises. You also acknowledge that Mr Murali is frustrated and upset about his condition. You encourage him to persist and remain positive.

Mr Murali agrees to attempt the exercises again and successfully completes the session.

a. List two ways in which you have helped Mr Murali better understand the exercises:

b. Looking at this scenario, which of the following strategies would not be part of an effective session? Select the correct response.

- Acknowledge the patient's situation and feelings
- Provide encouragement to the patient
- Ask the patient not to complain until after the session is completed
- Communicate clearly so that the patient clearly understands your instructions



Practice Aptitude QUIZ

Section 2: Numeracy

1. Convert the following:

\$2.21 to cents	<input type="text"/>
4500 cents to dollars	<input type="text"/>
196 days to weeks	<input type="text"/>
156 weeks to years	<input type="text"/>

2. Calculate the number of hours and minutes from 3:00 pm to 11:15 pm:

3. Calculate the following:

74×33	<input type="text"/>
$280 \div 2.5$	<input type="text"/>

4. Write as a number:

One thousand, three hundred and two	<input type="text"/>
Twenty four thousand and twenty eight	<input type="text"/>

5. Calculate the following:

$333 + 998$	<input type="text"/>
$111 + 357$	<input type="text"/>
$7000 - 555$	<input type="text"/>
$1233 - 77$	<input type="text"/>

6. Calculate the following:

7500×29	<input type="text"/>
35×12	<input type="text"/>



Practice Aptitude QUIZ

7. You arrive at work at 3.00 p.m. and leave at 10.15 p.m. How long have you been at work? Write your answer in number of hours and number of minutes.

8. You have been asked to monitor the fluid intake of one of your clients during each exercise session. If your client drinks the following quantities, how much has your client drunk in total? Provide the answer in millilitres (mls).

Session 1 = 500 mls of water
Session 2 = 290 mls of energy drink
Session 3 = 600 mls of water
Session 4 = 300 mls of water

Total fluid intake: millilitres

9. You are sorting out occupational therapy materials for the children's therapy centre. If you have 20 boxes of rubber balls and each box contains 50 balls, how many rubber balls do you have in total?

10. If you work for 70 hours a fortnight and earn \$19 dollars an hour, what will your earnings per week be before tax deduction?

11. A cleaning fluid must be diluted to a ratio of 1:5 with water before it can be used.

If you have 100mls of cleaning fluid, how much water will have to be added before you can use the fluid?

12. You have been provided with a tin of toffees to distribute equally to the staff members in your team. If the box contains 200 toffees and you have a total number of 8 staff, how many toffees does each staff member receive:



GISBORNE SECONDARY COLLEGE

VETDSS APPLICATION 2024

MOST VET PROGRAMS TAKE TWO YEARS TO COMPLETE. WHEN APPLYING FOR A VET COURSE, STUDENTS MUST BE PREPARED TO MAKE A TWO YEAR COMMITMENT TO THE PROGRAM.

STUDENT NAME: _____ YEAR LEVEL IN 2024: _____

IN 2024 I WILL BE COMPLETING (TICK BOX)	YEAR 10	YEAR 11	YEAR 12
VET PROGRAM I AM APPLYING FOR:			

ALL SECTIONS MUST BE COMPLETED BELOW BEFORE AN APPLICATION CAN BE PROCESSED

STUDENT NAME:	
ADDRESS:	
PARENT/GUARDIAN PHONE:	STUDENT PHONE:
PARENT/GUARDIAN EMAIL ADDRESS:	
STUDENT EMAIL ADDRESS (FOR VET CORRESPONDENCE):	
UNIQUE STUDENT IDENTIFIER (USI) NUMBER:	
(You must have a USI number to be enrolled in a VET course. Please ensure you have completed this before handing your form in. To create a USI, go to www.usi.gov.au)	

Application Attachments required with this form:

1. Attach a **Cover Letter** giving a detailed explanation why you want to study the VET program you have selected. Give examples why you would be successful in your chosen pathway.
2. Attach your **Resume** and include any work experience that you have completed that could be relevant to the VET program you have selected. Include dates, type of business and jobs undertaken. Also, add any subjects/electives you have studied. A template can be found on <https://gisbornesecondarycollegecareers.com/> in the Student Area.
3. Complete the relevant **OHS Work Safe Modules** and attach a copy of your certificates: <https://www.education.vic.gov.au/school/students/beyond/Pages/quiz.aspx>
4. All students undertaking a VET subject are required to do Structured Workplace Learning over the 2 years. You will need to search and apply for your work placement in the field you are studying. VCE and Year 10 students will need to complete the required practical during school holiday time and designated Work Experience week.

All Students applying for a VET subject must complete all the sections of this form and hand it in to the Senior School Office by Friday 28th of July. Any queries should be directed to the Careers Team.

Check List Prior To Submitting Your Application I have:

- read the VET Handbook and fully understand the requirements of studying a VET course.
- taken a VET readiness test if applying for Electrical or Allied Health courses.
- booked in for my Course Counselling Session.
- completed the VET application form and handed it in to the Administration Office.
- I have read the requirements for Victorian Certificate Education - Vocational Major (VCE - VM) handbook.
- I understand I must complete 180 nominal VET attendance hours to pass VCE-VM.
- understand I must find Structured Workplace Learning Placement (SWL)
- I understand that applications are an expression of interest and does not guarantee a place.

Students doing a VET Subject will need to get a recommendation from their Co-ordinator:

Name of the recommending teacher: _____

Signature of the Teacher: _____

ALL Year 10 students doing VET an extension program will be required to complete at least 1 week of Structured Work Placement Learning (Work Placement) during term holidays. Compulsory Work Experience is an extra week.

Student signature: _____ DATE: _____

Parent/Guardian name: _____

Parent/Guardian signature: _____ DATE: _____

NOTE: Students Year 10 students who complete VET programs OUTSIDE of timetabled classes must make sure that they satisfactorily complete all schoolwork requirements and assessments for classes they have missed due to TAFE. Completing an external VET subject will require you to do EXTRA work because you will be absent from scheduled classes at GSC and will NOT be given a study.

All Students applying for a VET subject must complete all the sections of this form and hand it in to the Senior School Office by Friday 28th of July. Any queries should be directed to the Careers Team.