



[nmvc.vic.edu.au](http://nmvc.vic.edu.au)

# 2020 VET HANDBOOK

GUIDE TO CERTIFICATE II & III COURSES  
AVAILABLE THROUGH NMVC SCHOOLS IN  
MELBOURNE'S NORTHERN SUBURBS

**NMVC**

LEARNING THAT WORKS

**NORTHERN  
MELBOURNE  
VET CLUSTER**

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# WHAT IS VET?

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

## FEATURES OF VET

- It is an accredited vocational education and training program (usually over two years).
- It enables students to complete a nationally recognised vocational qualification (e.g. Certificate II in Hospitality) and a senior secondary certificate such as VCE and/or VCAL at the same time.
- It allows students to go directly into employment or receive credit towards further study.
- It focuses on students developing industry specific and workplace skills.
- It is a vocationally oriented school program designed to meet the needs of industry.

## HOW DOES VET WORK?

Registered Training Organisations (RTOs) are responsible for the delivery, assessment and certification of VET qualifications. An RTO may be a student's school, TAFE, private organisation or an ACE provider.

## STRUCTURED WORKPLACE LEARNING

This involves an employer accepting a student on a one day a week or one or two week block basis.

Structured Workplace Learning is an essential part of VET and is highly recommended. It enables the student to demonstrate acquired skills and knowledge in an industry setting.

During the work placement, a student will undertake specific tasks in order to demonstrate competence. They will be regularly monitored and may be assessed on the job.



## SWL RECOGNITION

A student can gain credit towards the VCE or VCAL by successfully participating in SWL and completing the workplace reflections.

## CONTRIBUTION TO VCE

VET may contribute to VCE. Some VET programs have a Victorian Curriculum Assessment Authority (VCAA) recognised Unit 1-4 structure. Partial or full completion of other programs may contribute via Block Credit to the completion of VCE.

- Scored VCE VET program can contribute to the Primary Four in the ATAR or as a 5th or 6th subject. A student's Primary Four subjects may be made up of English, with all other sequences derived from scored VCE VET programs. Non scored VCE VET programs usually provide credit at Units 1-4. Unscored increments which previously contributed the average of the primary four, including those for unscored VCE VET and block credit, will instead be calculated using 10% of the lowest study score of the primary four.
- VE3 Block Credit recognition can be used towards satisfactory completion of the VCE but can only be used in calculation of an ATAR if there are fewer than 6 VCE or VCE VET available. If there are 6 or more VCE or VCE VET studies available, a Unit 3 and 4 sequence through VE3 block credit result cannot be used towards an ATAR.

## CONTRIBUTION TO VCAL

VET contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

## VET INCREASES STUDENTS' PATHWAYS

- Broadens options
- Develops students' capacities to make decisions and solve problems
- Helps students to gain confidence and improve communication and interpersonal skills through learning in an adult setting
- Fosters positive feedback by enabling students to demonstrate specific skills and competencies
- Matches students' interests and career directions through the provision of strong pathways

## VET GIVES NATIONAL QUALIFICATIONS AND SKILLS

- Upon successful completion of the program, students may be awarded with a nationally recognised VET certificate, or contribution toward this certificate
- VET qualifications may articulate directly into further education and training at TAFE through documented pathway agreements
- VET provides access to a range of different technologies related to the type and place of work

## VET PREPARES STUDENTS FOR THE WORKFORCE

- Provides the opportunity to trial a career and 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 whereby students may be offered part time/casual work
- Improves employment prospects
- Helps students gain knowledge of

employers' expectations and real working conditions

- Assists in transition from school to work

## LANGUAGE, LITERACY AND NUMERACY SUPPORT

- Students requiring additional assistance to achieve successful outcomes in their VET programs need to indicate this on the VET application form.
- Arrangements will be made between the Home and Host Schools regarding the level of support required. Any formal assessment will be undertaken by the Home School prior to the completion of the VET application form.

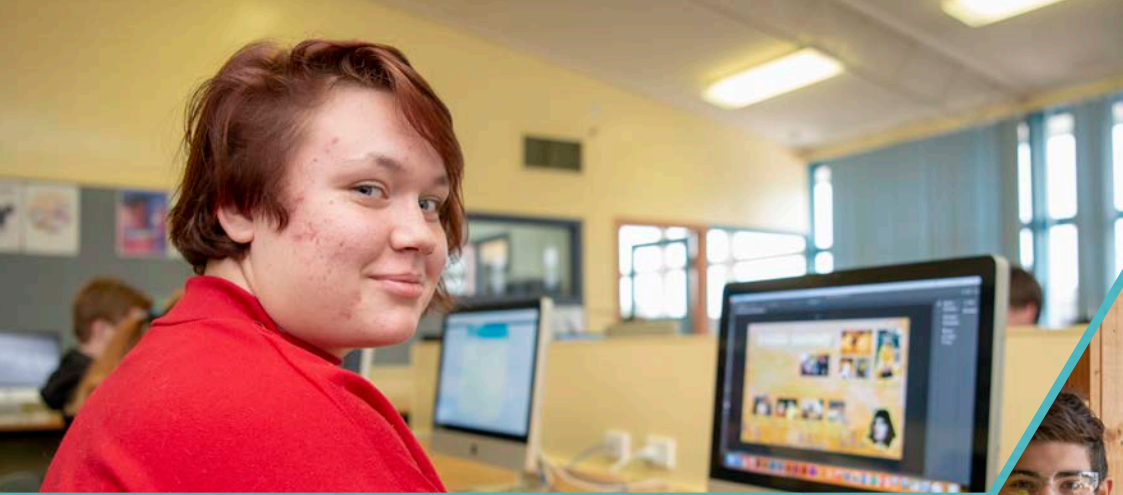
## ALL VET STUDENTS WILL NEED A UNIQUE STUDENT IDENTIFIER (USI)

The aim of the USI is to:

- Help build a national system for the storage of information and enable VET records to be linked
- Make it easier for students to access their VET achievement across multiple providers in the one transcript
- Seamlessly provide a single consolidated 'outcome level' transcript for all VET study for students
- Enable students to also easily access secure digital transcripts of their achievements
- Ensure VET records are not lost (i.e. particularly where an RTO closes)
- Assist development of transparency in the VET sector

Students studying VET programs will not be able to receive a Statement of Attainment or their Qualification until they have a valid USI.

Students can apply for their USI electronically via the online USI system at [www.usi.gov.au](http://www.usi.gov.au)



# HOW TO USE THIS HANDBOOK

This Handbook outlines how the Northern Melbourne VET Cluster (NMVC) can provide an extensive selection of VET programs to you as a student of a member school.

Read the requirements of your selected program carefully.

Please note the printed arrangements regarding times, venues and program outlines are subject to change and will be confirmed at the Information Enrolment Evenings scheduled for Term 4, 2019. All successful applicants to NMVC programs will be notified of changes prior to course commencement, via their school's VET Coordinator.

There are three steps in making an application for a NMVC VET Program in 2020:

## **STEP 1: "Application Form" to Home School VET Coordinator**

Read the Handbook and program requirements carefully, select your program and complete the NMVC Application Form. Submit this application to your VET Coordinator by the Due Date printed on the Application Form.

## **STEP 2: "Enrolment Form" to Host School**

Attend the Compulsory Information Enrolment Evening at the Host School in Term 4. The Home school will advise you about the location, date and time of this event. Please ensure that all your details are clear and correct on the Enrolment Form which will be required from the Host school.

## **STEP 3:**

There may be a materials cost associated with each program. Applicants should contact their Home School VET Coordinator for an estimate of their program cost and when payment is due.

# NMVC VET COURSE REQUIREMENTS



Students enrolling in a VET program through the NMVC will be required to complete a commitment form covering their code of conduct. Any additional course requirements set out by the NMVC must also be adhered to. It is important that parents and students take time to read the following course requirements before submitting an Application Form (Step 1).

## 1. ABSENCES

Students are permitted two absences a semester or four for the year. Where possible, students need to notify their VET Co-ordinators, trainers and/or workplace by 8.30 am if unable to attend VET class. An additional two approved absences will be allowed for school camps and excursions.

## 2. PUNCTUALITY

All students are expected to arrive on time to class.

## 3. WORK REQUIREMENTS

All tasks as assigned by the trainer/ employer are to be completed BY THE DUE DATE. Home School VET Coordinators will be informed about those students who fail to meet deadlines and a second submission date will be negotiated. STUDENTS WHO FAIL TO COMPLETE SET TASKS, BY THE END OF THE TERM IN WHICH THE TASKS WERE SET, MAY BE WITHDRAWN FROM THE PROGRAM.

## 4. INFORMATION ENROLMENT EVENINGS

All NMVC VET programs will hold an Information Enrolment Evening early in Term 4. Students will receive a full program outline and have the opportunity to meet and speak with the trainer. Enrolment Forms must be completed, signed and submitted to the Host Schools during these Information Evenings (Step 2).

## 5. STUDENT COMMITMENT FORMS

This form is part of the enrolment process and outlines all students' responsibilities regarding work requirements, student behaviour and course expectations. This

form must be completed by all students.

## 6. PROGRAM COSTS

All VET programs offered through the NMVC attract fees. Through the clustering arrangement these fees are kept to the minimum possible cost. Program costs will vary according to the materials required by students to complete the program including uniforms, trade materials, transport, books and equipment. It should be noted that the student's home school will determine the fees. All fees associated with a VET program must be paid on time to the Home School.

## 7. STRUCTURED WORKPLACE LEARNING


Structured Workplace Learning is a key feature of VET programs. All students are expected to complete a minimum of 10 days work placement in a related industry. It is the responsibility of the Home School and students to ensure that all paperwork associated with this structured workplace learning is completed and returned on time. Students will need to meet the work placement requirements of the course to the best of their abilities.

## 8. REPORTS

All students undertaking a NMVC VET program will receive an official written report indicating their progress in the program. These reports are issued by the training providers to the student's school and will include information on completed competencies, student learning, attendance, behaviour and general comments.

Parents will receive a copy of these reports at mid year. Completed certificates will be sent directly to schools at the completion of the course. Schools will forward these to students. It should be noted that





completed certificates might not be sent until the following year in accordance with graduation processes from the various TAFE and Training institutions.

Students completing a VET program will receive notification of their final results from the Victorian Curriculum and Assessment Authority (VCAA). Students undertaking VET programs with a Study Score or increment at Year 12 will have their results appear as part of their VCAA Statement of Results. ATAR contributions are calculated at the Year 12 level only by VTAC and are made available to students by VTAC through the normal channels.

## 9. STUDENT BEHAVIOUR

All students must abide by the trainers' rules and the rules of the Host School whenever they are on site. This includes meeting Occupational Health and Safety requirements in and out of the classroom. Attitude and behaviour are to be of the highest standard.

## 10. CATCH UP VET CLASSES

Where necessary, students may be required to attend catch up classes after school, during the school holidays or on the weekend.

## 11. ABSENCE FROM AN ASSESSED TASK – VCE VET UNITS 3 & 4 ONLY

Students, who are absent from class on a day when an assessed task is being held, should:

- Phone their VET Co-ordinator at school and their VET Classroom Teacher by 9.00am
- Provide a detailed parental note immediately on return to school. A copy should be given to the VET Co-ordinator by 9.00am and a copy should be faxed

- to the VET Classroom teacher
- Provide a doctor's certificate immediately on return to school. The original to be given to the VET Co-ordinator and a copy to be faxed to the VET Classroom teacher
- The VET Classroom teacher in conjunction with the student's VET Co-ordinator will determine whether the absence is excused and whether rescheduling the missed assessment task will be granted. Students who fail to report to their VET Co-ordinators on their first day back at school by 9.00am, will not have their assessment task rescheduled.

## 12. WITHDRAWAL FROM AN NMVC PROGRAM

NMVC VET programs are successful because students are able to access programs offered by member schools. It should be noted by students and parents that failure to abide by the above course requirements may result in a student being withdrawn from the program.

## DISCLAIMER

All course details and delivery arrangements contained in this book are correct at the time of printing (June 2019).

Programs are subject to change.

Revision to some Training Packages may see a changed VCE VET program structure for some courses from 2019. All updates to the programs will be included in the future edition of the VCAA Bulletin. Final arrangements will be confirmed in February 2020.

Units may change from year to year subject to instructions from the VCAA (Victorian Curriculum Assessment Authority). Students should refer to individual school's course brochures.





## RTO PROVIDER NUMBERS

ACCESS SKILLS TRAINING	4603	EDUCATIONAL LIVING	3784
ACU	3578	ELTHAM COLLEGE	20412
AGA	3829	IMVC	21732
AIE	88021	IVET	40548
AIET	45379	KANGAN INSTITUTE	3077
AUSDANCE	20949	MELBOURNE POLYTECHNIC	3075
BOX HILL INSTITUTE	4687	NCAT	6736
CHISHOLM INSTITUTE	0260	PARADE COLLEGE	40750
COLLARTS	0109	RIPPONLEA INSTITUTE	21230





# ACTIVE VOLUNTEERING

## PATHWAYS

Certificate III in Active Volunteering

Certificate III in Community Services

Certificate III in Early Childhood Education and Care

Certificate IV in Early Childhood Education and Care

Certificate IV in Youth Work

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following sectors:

Aged or Disability Carer

Nanny

Childcare Worker

Teacher's Aide

Community Worker

Youth Worker

Therapy Aide

# CHC24015 Certificate II in Active Volunteering



## COURSE AIMS

This course provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects within a broad range of Community Services related industries.

Volunteering will help students gain valuable work skills and experience that will prepare them for employment. Students will learn how to communicate effectively in a work environment and work as part of a team. They will also gain an understanding of general work, health and safety procedures.

## HOST SCHOOL

Peter Lalor Vocational College  
(IVET)

## DAYS & TIMES

Wednesday

9.00am - 12.30pm (Units 1&2)  
*One-year course*

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students will be eligible for up to two units of credit at Units 1 & 2 level.

## STRUCTURED WORKPLACE LEARNING

Minimum of 40 hours is required for the duration of the program.

## THIS COURSE MAY INCLUDE:

Work with diverse people

- Be an effective volunteer
- Participate in workplace health and safety
- Prepare to work in social housing
- Communicate with people accessing the services of the organisation
- Deliver service to clients
- Support the activities of existing groups
- Participate in networks





# ALLIED HEALTH ASSISTANCE

## PATHWAYS

Certificate IV in Allied Health Assistance

Certificate IV in Pathology

Certificate IV in Health Administration

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following sectors:

Allied health assistant

Physiotherapy assistant

Speech Therapy assistant

Health technician

Podiatry

Pathology collector

Occupational Therapy assistant

Medical receptionist

Nutrition

Health Assistant Promotion

# HLT33015 Certificate III in Allied Health Assistance

## COURSE AIMS

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

This course aims to provide students with experience in a variety of allied health professions, including the work worlds of physiotherapy, occupational therapy, dietetics/nutrition and speech pathology. It aims to encourage young people to explore the many options available within the community health and hospital environments.

This course is suitable if you have an interest in health assistant work in acute care, rehabilitation and community settings, and working with staff and clients of all ages. This course will provide you with the skills and knowledge to work as an allied health assistant in a diverse range of allied health fields.

## HOST SCHOOLS

Bundoora Secondary College  
(Melbourne Polytechnic)  
Partial completion

Marymede Catholic College  
(ACU)  
Partial completion

## DAYS & TIMES

Wednesday 1.30pm - 4.30pm (Units 1-4)  
Delivered at Melbourne Polytechnic Greensborough

Wednesday 9.00am - 12.00pm (Units 1&2)  
Wednesday 1.30pm - 4.30pm (Units 3&4)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students will receive recognition of one unit at Unit 1 and 2 and a minimum of three units in a Unit 3 and 4 sequence.

**ATAR:** Students who undertake additional training from Certificate III can achieve a further Units 3 and 4 sequence and may be eligible for an increment. Scored assessment is available for this course.

## STRUCTURED WORKPLACE LEARNING

Minimum of 80 hours is required for the duration of the program.

## THIS COURSE MAY INCLUDE

- Comply with infection control policies and procedures
- Communicate and work effectively in health
- Interpret and apply medical terminology
- Provide first aid
- Recognise healthy body systems in a health care context
- Assist with an allied health program
- Assist with client movement
- Maintain patient records
- Provide reception services for a practice





# APPLIED FASHION DESIGN & TECHNOLOGY

## PATHWAYS

- Certificate III in Applied Fashion and Design
- Certificate IV in Applied Fashion Design and Technology
- Diploma of Applied Fashion Design and Technology
- Advanced Diploma of Applied Fashion Design and Technology

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

- |                            |  |
|----------------------------|--|
| Fashion Designer           | Textile Designer                             |
| Clothing pattern maker     | Interior Decorator                           |
| Footwear worker            | Theatrical Costume Maker & Designer          |
| Clothing trades person     | Clothing & Soft Furnishing Production Worker |
| Garment cutter             | Fashion Co-ordinator                         |
| Machinist or subcontractor | Retail Buyer                                 |



# MST20616 Certificate II in Applied Fashion Design and Technology



## COURSE AIMS

This course will provide an introduction to basic design and to develop skills and knowledge to prepare for work in a creative and production oriented environment within the fashion industry. Opportunities are provided to acquire and develop skills in sewing, design processes, working with patterns, applying quality standards and interpreting basic sketches.

## HOST SCHOOL

Mill Park Secondary College  
(Ripponlea)

## : DAYS & TIMES

: Wednesday 1.30pm - 4.30pm (Units 1&2)  
: Thursday 1.30pm - 4.30pm (Units 3&4)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students will be eligible for six units: four Units at 1 & 2 and a Units 3 & 4 sequence.

**ATAR:** Contribution is 10% increment.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

This program allows for creative expression to be developed and displayed in the practical projects undertaken which may include:

- Use a sewing machine
- Identify fibres and fabrics
- Sew components
- Modify patterns to create basic styles
- Draw and interpret a simple sketch
- Design and produce a simple garment
- Identify design process for fashion designs
- Follow defined O.H.&S. Policies and procedures
- Apply quality standards





## AUSLAN



### PATHWAYS

Certificate III in Auslan

Certificate IV in Auslan

### CAREER OPPORTUNITIES

As the Certificate II in Auslan is the starting point of your Auslan studies, further study is required to develop the skills and qualifications to work with deaf people. However you might use your skills in recreation, sport or as a notetaker.



## COURSE AIMS

This course is an introduction to Auslan. You will also learn about the history and culture of the Australian Deaf community. This program aims to provide students with signing skills to communicate in Auslan on routine matters. At the end of this course, you will have basic Auslan communication skills. You will have opportunities to participate in a number of Deaf community-based activities and events. Please note: Prior Knowledge of Auslan is not required for enrolment. Two year course.

## HOST SCHOOL

Charles Latrobe College  
(Melbourne Polytechnic)

## DAYS & TIMES

Wednesday 1.30pm - 4.30pm (Units 1&2)  
Second year in 2021

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students will be eligible for a minimum of two units of credit at Units 1 & 2 level.

## STRUCTURED WORKPLACE LEARNING

Not required.

## THIS COURSE MAY INCLUDE

- Conversation in Auslan at a basic level
- Understanding and comparing fundamental differences between Auslan and English
- Understanding deaf culture and protocols around communication



# AUTOMOTIVE VOCATIONAL PREPARATION

## PATHWAYS

People think going into automotive work is just about being a mechanic. It's not. It can lead to being a manager, working in reception, owning a private workshop or dealership. It can lead to working in spare parts or in automotive manufacturing. It can also lead to working overseas as Australian mechanics are highly regarded because of their training. The number of female apprentices in the area is growing.

"The automotive industry is a fast-paced and exciting career choice. The industry employs over 300,000 people across Australia. Advances in technology have led to a growing number of career opportunities, and high vehicle sales have increased the number of vehicles requiring maintenance and repair. In turn, we are seeing a growing need for skilled tradespeople."

- Victorian Automobile Chamber of Commerce.

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Mechanic

Spare Parts Manager

Auto Electrician

Service Manager

Panel Beater

Automotive Engineer

Spray Painter

# AUR20716 Certificate II in Automotive Vocational Preparation



## COURSE AIMS

The course was designed for VET in Schools to introduce skills and knowledge to perform minor maintenance and repair of mechanical and electrical components and systems on vehicles. It is a hands on course and great preparation for an apprenticeship. The course is taught over two years.

## HOST SCHOOLS

Greensborough College  
(Box Hill Institute)

Northern College of the  
Arts & Technology

Outer Northern Trade  
Training Centre  
(Box Hill Institute)

St Helena Secondary College  
(Kangan Institute)

Whittlesea Secondary College  
(Kangan Institute)

## DAYS & TIMES

Wednesday 1.00pm - 5.00pm (Units 1&2)  
Thursday Time TBC (Units 3&4)

Wednesday 8.30am - 12.30pm OR  
1.30pm - 5.30pm (Units 1&2)  
Thursday 1.30pm - 5.30pm (Units 3&4)

Wednesday 8.00am - 12.00pm OR  
12.30pm - 4.30pm (Units 1&2)  
Friday 8.00am - 12.00pm OR  
12.30pm - 4.30pm (Units 3&4)

Wednesday 1.30pm - 5.00 (Units 1-4)

Wednesday 9.00am - 3.15pm (Units 1&2)  
Friday 9.00am - 3.15pm (Units 3&4)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students will be eligible for four units of credit towards their VCE: Two units at Units 1 & 2 and two at Units 3 & 4.

**ATAR:** Contribution is 10 % increment.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 160 hours.

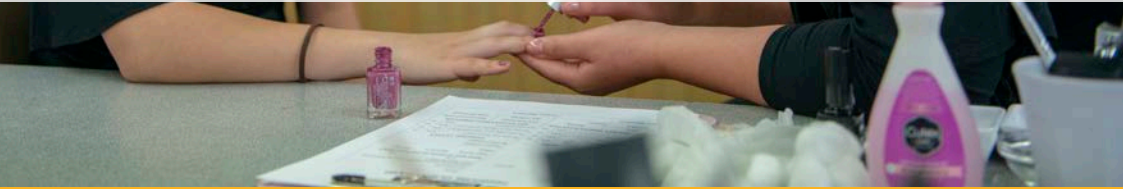
## THIS COURSE MAY INCLUDE

- Use and maintain tools and equipment
- Identify automotive mechanical systems and components
- Remove and replace brake assemblies
- Inspect and service batteries
- Carry out basic vehicle servicing





## BEAUTY SERVICES



### PATHWAYS

Certificate III in Beauty Services

Diploma of Beauty Therapy

### CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Beauty Therapist

Freelance Beauty Consultant

Beauty Consultant

Make-Up Retail Sales Person

Nail Technician

Waxing Technician

Make-Up Artist (fashion, beauty, photography & freelance)

# SHB30115 Certificate III in Beauty Services



## COURSE AIMS

This course will give you the skills to confidently deliver treatments such as waxing, make up, nail technology, lash and brow treatments, lash extensions, cosmetic tanning, demonstration and sales of retail skin care and other cosmetic products, effective communication, and the retail environment. If you enjoy working with people and want to build a career in the beauty services industry, this course is for you.

## HOST SCHOOL

Macleod College  
(ALET)

## : DAYS & TIMES

• One or two year course

•

### • One-year course

• Thursday 9.30am - 4.30pm

•

### • Two-year course

• Wed 9.00am - 12.30pm (Units 1&2) OR

• Wed 1.00pm - 4.30pm (Units 1&2)

•

• *Extra days to be determined, Second year in 2021*

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students will be eligible for four units at Units 1 and 2 level and a Units 3 and 4 sequence.

**ATAR:** Contribution is 10% increment

## STRUCTURED WORKPLACE LEARNING

Minimum of 80 hours is required for the duration of the program.

## THIS COURSE MAY INCLUDE

- Conduct salon financial transactions
- Comply with organisational requirements within a personal services environment
- Apply safe hygiene, health and work practices
- Apply cosmetic tanning products
- Advise on beauty products and services
- Provide lash and brow services
- Provide waxing services
- Design and apply make-up
- Provide manicure and pedicure services
- Research and apply beauty industry information
- Provide salon services to clients





# BICYCLE MECHANICAL TECHNOLOGY

## PATHWAYS

Certificate III in Bicycle Workshop Operations

Certificate III in Automotive Sales

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Bicycle Assembler

Bicycle Serviceperson

Parts Interpreter

Vehicle Salesperson

Motorcycle Salesperson



# AUR20316 Certificate II in Bicycle Mechanical Technology



## COURSE AIMS

This course provides participants with the knowledge and skills to perform a range of routine assembly and servicing tasks in the bicycle industry.

## HOST SCHOOL

Peter Lalor Vocational College  
(TBC)



## DAYS & TIMES

Wednesday 9.00am - 12.30pm (Units 1&2)  
*One-year course*

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students will be eligible for a minimum of two units of credit at Units 1 & 2 level.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Follow environmental and sustainability best practice in an automotive workplace
- Use numbers in an automotive workplace
- Read and respond to automotive workplace information
- Follow safe working practices in an automotive workplace
- Assemble new boxed bicycles for retail sale
- Remove, repair and refit bicycle tyres
- Remove, refit and adjust bicycle accessories
- Use and maintain tools and equipment in an automotive workplace





## BUILDING & CONSTRUCTION

### PATHWAYS

It is anticipated that students completing the Certificate II in Building and Construction Pre-apprenticeship will be in a position to gain an apprenticeship with an employer in the building and construction industry.

Pathways are available for students into the following qualifications drawn from the Construction, Plumbing and Services Training Package or the equivalent qualification in new training packages:

- Certificate III in Wall and Ceiling Lining
- Students may also access a wide range of qualifications at certificate IV and diploma level from the building and construction industry following completion of this course:
- Certificate IV in Building and Construction (Building)
  - Certificate IV in Building and Construction (Specialist Trades)
  - Diploma of Building and Construction (Building)

In Victoria, the building and construction industry is one of the largest employing industry sectors. It is also one of the bigger employers of young people in the state.

### CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Brick/Blocklaying

Building Site Administration

Building Administration

Building Inspection

Contract Administration

Architecture

Carpentry

Project Management

Estimation

Building Services

Drafting (Architectural)

Building Surveying and Quantity Surveying

# 22338VIC Certificate II in Building & Construction (Bricklaying) Pre-Apprenticeship



## COURSE AIMS

The program in Bricklaying has been developed specifically for the Bricklaying Industry. Emphasis is placed on hands on learning opportunities. Students will undertake specific Bricklaying modules. This course is a partial completion of the certificate.

## HOST SCHOOLS

Parade College Bundoora  
Bundoora  
Bundoora  
  
Bundoora

## DAYS & TIMES

Monday 7.30am - 1.00pm (Units 1&2)  
Tuesday 7.30am - 1.00pm (Units 1-4) VCAL  
Tuesday 1.30pm - 5.00pm (Units 1-4) VCE students\*  
Wednesday 7.30am - 1.00pm (Units 1-4)\*  
Wednesday 1.30pm - 5.00pm (Units 1-4)\*

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students will be eligible for up to seven units of credit towards their VCE: Five units at Units 1 & 2 and two at Units 3 & 4.

**ATAR:** Contribution is 10 % increment.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Workplace safety and industry induction
- Calculations for the Building Industry
- Communications for the Building Industry
- Bricklaying Hand Tools
- Bricklaying Basic Skills
- Bricklaying Veneer Construction Principles
- Masonry Blockwork



# 22338VIC Certificate II in Building & Construction (Carpentry) Pre-Apprenticeship

## Partial Completion

### COURSE AIMS

This course is a partial completion of the Certificate and students will be issued with a Statement of Attainment. The course is designed for students entering the Building and Construction Industry who want to become carpenters. Students are taught 10 core building modules and all of the carpentry stream modules.

### HOST SCHOOLS

Marymede Catholic College  
(Access Skills Training)

Northern College of the  
Arts & Technology

Outer Northern Trade Training  
Centre (Box Hill Institute)

Parade College Bundoora

Bundoora  
Bundoora

Bundoora  
Bundoora  
Bundoora  
Bundoora  
Bundoora

St Helena Secondary College  
(Kangan Institute)

Whittlesea Secondary College  
(Kangan Institute)

### DAYS & TIMES

Wednesday 8.00am - 12.00pm (Units 1&2)  
Wednesday 12.30pm - 4.30pm (Units 3&4)

Wednesday 8.30am - 12.30pm OR  
1.30pm - 5.30pm (Units 1&2)  
Thursday 1.30pm - 5.30pm (Units 3&4)

Wednesday 8.00am - 12.00pm OR  
12.30pm - 4.30pm (Units 1&2)  
Friday 8.00am - 12.00pm OR  
12.30pm - 4.30pm (Units 3&4)

Tuesday 7.30am - 3.15pm OR  
1.30pm - 5.00pm (Units 1&2)  
Tuesday 7.30am - 1.00pm (3rd Year option)  
Wednesday 7.30am - 1.00pm OR

1.30pm - 5.00pm (Units 1&2)  
Thursday 7.30am - 11.00am (Units 1&2, 3rd Year option)  
Friday 7.30am - 3.15pm (Units 1&2)  
Monday 7.30am - 3.15pm (Units 3&4)  
Wednesday 1.30pm - 5.00pm (Units 3&4)  
Thursday 7.30am - 11.00am (Units 3&4)

Wednesday 1.30pm - 5.00pm (Units 1&2)  
Thursday 1.30pm - 5.00pm (Units 1&2)  
Monday 1.30pm - 5.00pm (Units 3&4)

Wednesday 9.00am - 3.15pm (Units 1-4)

### CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students will be eligible for up to seven units of credit towards their VCE: Five units at Units 1 & 2 and two at Units 3 & 4.

**ATAR:** Contribution is 10% increment.



## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

### THIS COURSE MAY INCLUDE

- Workplace safety and induction
- Workplace procedures
- Building structures
- Safe handling and use of power tools
- Carpentry hand tools
- Introduction to demolition
- Building set out
- Levelling
- Calculations for the building industry





# 22338VIC Certificate II in Building & Construction (Wall and Floor Tiling)



## COURSE AIMS

This program is designed for people entering the Building and Construction Industry who want to explore career and employment opportunities as wall and floor tilers. This course is a partial completion of the certificate.

## HOST SCHOOLS

Parade College Bundoora  
(Parade College & Chisholm TAFE)

## DAYS & TIMES

• Wednesday 1.30pm - 5.00pm (Units 1&2)  
• Wednesday 1.30pm - 5.00pm (Units 3&4)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students will be eligible for up to seven units of credit towards their VCE: Five units at Units 1 & 2 and two at Units 3 & 4.

**ATAR:** Contribution is 10% increment.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Wall and floor tiling hand and power tools
- Tiling substrates
- Tiling adhesives
- Worksafe Safety and Industry Induction
- Workplace procedures for environmental sustainability
- Basic First Aid
- Building Structures
- Calculations for the building industry
- Introduction to scaffolding
- Levelling
- Safe handling and use of plant and power tools





# BUSINESS

## PATHWAYS

Completion of the VET program leads to the award of a qualification which directly leads in to higher level qualifications in Business Services.

Business Administration Services  
 Business Management Services  
 Business Development

Business Information Services  
 Human Resources Management

Certificate III in Business  
 Certificate IV in Business  
 Diploma of Business

Certificate IV in Accounting  
 Diploma of Accounting  
 Bachelor of Business

## CAREER OPPORTUNITIES

The Business Services sector offers a wide range and variety of employment positions within the clerical administrative workforce, for example:

- |                                 |                           |             |
|---------------------------------|---------------------------|-------------|
| Administrative/Office Assistant | Receptionist              | Secretary   |
| Information Officer             | Customer Services Officer | Conveyance  |
| Hotel or Motel Manager          | Health Administration     | Bank Worker |
| Human Resource Manager          | Office Manager            | Law Clerk   |
| Logistics Clerk                 | Public Relations Officer  | Accountant  |



# BSB20115 Certificate II in Business

## with selected units from Cert III in Business



### COURSE AIMS

The aim of the program is to provide participants with knowledge and skill development to enhance their employment prospects within the Business Administration field.

### HOST SCHOOLS

Coburg High School  
(IVET)

Epping Secondary College  
(IVET)

Mill Park Secondary College  
(IVET)

Peter Lalor Secondary College\*\*  
(IVET)

Santa Maria College  
(IVET)

### DAYS & TIMES

Wednesday	1.30pm - 4.30pm (Units 1&2) <i>Units 3&amp;4 in 2021</i>
Wednesday	12.00pm - 4.00pm (Units 1&2)
Wednesday	12.00pm - 4.00pm <i>Units 3&amp;4 in 2021</i>
Wednesday	1.30pm - 4.30pm (Units 1&2) 1.30pm - 4.30pm (Units 3&4)
Wednesday	9.00am - 12.30pm (Units 1&2)
Wednesday	1.00pm - 4.30pm (Units 3&4)
Wednesday	1.30pm - 4.30pm (Units 1&2) <i>Units 3&amp;4 in 2021</i>

### CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** Students who complete the certificate II with selected units from certificate III will be eligible for four units at Units 1 and 2 level, including one Units 3 and 4 sequence. Students who undertake additional training from the certificate III and achieve a further Units 3 and 4 sequence may be eligible for an increment towards their ATAR.

**ATAR:** Scored assessment is available for this program.

\*\*Peter Lalor Vocational College do not offer a scored assessment option.

### STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

### THIS COURSE MAY INCLUDE

- Organise and complete daily work activities
- Communicate in the workplace
- Use business technology
- Organise personal work priorities and development
- Organise workplace information
- Design and produce business documents





## COMMUNITY SERVICES

### PATHWAYS

The Community Services Training Package is designed to address the needs of the Community Services Industry and includes aged care, alcohol and other drugs, children's services, child protection, community housing, disability work, mental health and youth work sectors of the industry.

Certificate III in Individual Support

Certificate IV in Disability

Diploma in Community Services

Bachelor of Social Work

Certificate IV in Alcohol and other drugs

Certificate IV in Youth Work

Diploma in Early Childhood Education & Care

### CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Case management

Individual support

Youth services

Community Worker

Careers Counsellor

Drug and Alcohol Counsellor

Childcare

Leisure and health

Social Worker

Childcare Worker

Health Promotion Officer

Prisons Officer

Disability

Welfare

Counsellor

Civil Celebrant

Teacher's Aide

Youth Worker

# CHC32015 Certificate III in Community Services



## COURSE AIMS

This course is ideal if you like working with people. Throughout the two years you will be taught across a variety of work skill areas relevant to work within the community services industry. You will learn about community services relating to case management, advocacy and coordinating group activities. Your learning will involve role plays, simulations, project work, incursions and excursions. This course is a partial completion of the Certificate.

## HOST SCHOOLS

Mill Park Secondary College  
(IVET)

Epping Secondary College  
(IVET)

Peter Lalor Secondary College\*\*  
(IVET)

## DAYS & TIMES

Wednesday 1.30pm - 4.00pm (Units 1-4)

Wednesday 12.00pm - 4.00pm (Units 1&2)  
*Second year in 2021*

Wednesday 9.00am - 12.30pm (Units 1&2)  
Wednesday 1.00pm - 4.30pm (Units 3&4)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students may receive recognition of two or more units at 1 and 2 level (depending of the electives chosen) and a unit 3 and 4 sequence.

**ATAR:** Scored assessment is available for this program.

\*\*Peter Lalor Vocational College does not offer a scored assessment option.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 120 hours per year.

## THIS COURSE MAY INCLUDE

- Prepare for work in the Community Services sector
- Work with others
- Follow policy procedures and programs of an organisation
- Follow WHS safety procedures to direct care work
- Communicate with people accessing the services of the organisation
- Operate under a casework framework
- Deliver service to clients
- Identify and address specific client needs
- Work effectively in the community service sector
- Work effectively with young people





# DANCE

## PATHWAYS

The Certificate II in Dance can be a pathway to Certificates III, IV or a Diploma or a degree course.

Certificate III in Dance

Apply to dance full time in a private dance school

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Professional Dancer

Performer

Dance Teaching and Management

Choreographer

Dance Event Manager

# CUA20113 Certificate II in Dance

*This course is subject to change in 2020*

## COURSE AIMS

The course aims to provide technical and performance skills, knowledge and attitude needed to establish a career in the entertainment industry. The VCE course is not recommended for students without prior dance experience.

## HOST SCHOOLS

Mill Park Secondary College  
(Ausdance)

Northern College of the Arts  
Arts & Technology\*

St Helena Secondary College  
(Ausdance)

## DAYS & TIMES

Wednesday 1.30pm - 5.00pm (Units 1-4)

Wednesday 9.00am - 12.45pm (Units 1&2)  
Wednesday 1.30pm - 4.50pm (Units 3&4)  
*Audition required*

Wednesday 1.30pm - 5.00pm (Units 1&2)  
Thursday 1.30pm - 5.00pm (Units 3&4)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students will be eligible for up to six units of credit towards their VCE: Up to four units at Units 1 & 2 and two units at Units 3 & 4.

**ATAR:** Scored assessment is available for this program.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Develop a basic level of physical condition for dance performance
- Develop basic dance techniques
- Follow health, safety and security procedures
- Source and apply entertainment industry knowledge
- Prepare self for a dance performance
- Apply and refine basic dance techniques for performances

\*NCAT students must successfully audition to be selected into the course.





# EARLY CHILDHOOD EDUCATION & CARE

## PATHWAYS

Diploma of Early Childhood Education and Care

Bachelor of Education (Early Years)

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Child care assistant

Outside school hours care assistant

Playgroup supervisor

Recreation assistant

Family day care worker

Nanny

Child care worker

Mobile assistant

Early Years teacher

# CHC30113 Certificate III in Early Childhood Education & Care



## COURSE AIMS

This qualification covers workers who use organisation policies, procedures and individual children's profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their development outcomes. Depending on the setting, workers may work under direct supervision or autonomously. This course is a partial completion of the Certificate.

## HOST SCHOOLS

Bundoora Secondary College  
(Melbourne Polytechnic)

## : DAYS & TIMES

• Wednesday  
• Wednesday

1.30pm - 4.30pm (First year)  
1.30pm - 4.30pm (Second year)  
*Delivered at Melbourne Polytechnic Preston Campus*

Peter Lalor Vocational College  
(AIET)

• Wednesday  
• Wednesday

9.00am - 12.30pm (First year)  
1.00pm - 4.30pm (Second year)

St Helena Secondary College  
(AIET)

• Wednesday  
• Monday

1.30pm - 5.00pm (First year)  
1.30pm - 5.00pm (Second year)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** Partial or full completion of this program is available. Students may be eligible for up to two units at Units 1 and 2 level, and two Units 3 and 4 sequences.

**ATAR:** Where a Unit 3 & 4 sequence is achieved towards the VCE it may provide a 10% increment towards the ATAR subject to VTAC policies.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Implement and monitor environmentally sustainable work practices
- Work within a relevant legal and ethical framework
- Develop cultural competence
- Ensure the health and safety of children
- Provide care for children
- Promote and provide healthy food and drinks
- Provide care for babies and toddlers
- Support behaviour of children and young people
- Develop positive and respectful relationships with children





## EDUCATION SUPPORT

### PATHWAYS

Certificate III in Education Support

Certificate IV in Education Support

### CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Education Assistant

Indigenous Language and Culture Assistant

Education Assistant in a wide variety of Educational settings

Education Officer

With extra study (Tertiary Degree) – Pre-school, Primary, Secondary or Special Ed. Teacher



# CHC30213 Certificate III in Education Support



## COURSE AIMS

The aim of this program is to provide students with skills that reflect those required in the role of workers in a wide range of educational settings, including public and independent schools and community settings, who provide assistance and support to teachers and students under broad-based supervision.

## HOST SCHOOL

Greensborough Sec. College  
(Melbourne Polytechnic)



## DAYS & TIMES

Wednesday 1.00pm - 5.00pm (Units 1&2)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE.

**ATAR:** Where a Unit 3 & 4 sequence is achieved towards the VCE it may provide a 10% increment towards the ATAR subject to VTAC policies.

## THIS COURSE MAY INCLUDE

- Support behaviour of children and young people
- Assist in the implementation of educational programs
- Contribute to student education at all development levels
- Support the development of Literacy and oral language skills
- Support the development of Numeracy skills
- Contribute to the health and safety of students
- Support students with additional needs
- Supporting indigenous students





# ELECTROTECHNOLOGY

## PATHWAYS

Students who complete the program will have enhanced employment prospects which may lead to employment in the electrical industry or into further education and training.

Participants who successfully complete this program may receive credit toward an apprenticeship in Electrotechnology. The most common pathway is credit towards the Certificate III in Electrotechnology Systems Electrician.

Certificate III in Electrical Electrician

Certificate III in Engineering - Industrial Electrician

Certificate IV in Electrotechnology - Systems Electrician

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Electrotechnology Assembler

Electrical Fitter

Electrical Instrumentation Technician

Electrotechnology Trainer

# 22261VIC Certificate II in Electrotechnology Studies (Pre vocational)

*This course is subject to change in 2020\**

## COURSE AIMS

The course provides both theoretical and practical training that is linked directly to the work that Electrotechnology related technicians undertake.

## HOST SCHOOLS

Northern College of the Arts & Technology

Outer Northern Trade Training Centre  
(Box Hill Institute)

Parade College Bundoora  
Preston

## DAYS & TIMES

Wednesday	8.30am - 12.30pm OR 1.30pm - 5.30pm (Units 1&2)
Thursday	1.30pm - 5.30pm (Units 3&4)
Wednesday	8.00am - 12.00pm OR 12.30pm - 4.30pm (Units 1&2)
Friday	8.00am - 12.00pm OR 12.30pm - 4.30pm (Units 3&4)
Tuesday	1.30pm - 5.00pm (Units 1-4)
Wednesday	8.30am - 3.15pm (Units 1-4)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students will be eligible for up to five units towards their VCE: three units at Units 1 & 2 and two at Units 3 & 4.

**ATAR:** Contribution is a 10% increment.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.  
Note – This is compulsory for NCAT students.

## THIS COURSE MAY INCLUDE

- Basic electrical/electronic theory
- Renewable energy concepts and projects
- Electrical wiring theory, regulations and practice
- Electric motor theory and practice
- Integrated work placement



# ENGINEERING

## PATHWAYS

The Certificate II in Engineering provides pre employment training for pathways into apprenticeships.

Apprenticeships - Mechanical, Fabrication, Automotive or Electrical

Certificate III in Engineering - Certificate IV in Engineering - Diploma

Advanced Diploma - One year credit into Bachelor of Engineering

## CAREER OPPORTUNITIES

The occupations below include all of the people who conceive, design, manufacture, assemble, install, repair, package and sell those products. With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Electrical Engineer

Electrician

Instrument Fitter

Fitter and Turner

Manufacturing Engineer

Toolmaker

Metallurgical Engineer

Mechanical Engineering

Boiler Maker

Automotive Engineering

CAD Engineering Draftsman

WHS Practitioner

# 22470VIC Certificate II in Engineering Studies



## COURSE AIMS

This course prepares students for entry level training in the Engineering/Manufacturing Industries.

## HOST SCHOOLS

Marymede Catholic College  
(*Educational Living*)

Northern College of the  
Arts & Technology

Whittlesea Secondary College  
(*Kangan Institute*)

## DAYS & TIMES

• Wednesday 8.00am - 12.00pm (Units 1&2)  
• Wednesday 12.30pm - 4.30pm (Units 3&4)

• Wednesday 8.30am - 12.30pm OR  
1.30pm - 5.30pm (Units 1&2)  
• Thursday 1.30pm - 5.30pm (Units 3&4)

• Wednesday 9.00am - 3.15pm (Units 1&2)  
• Friday 9.00am - 3.15pm (Units 3&4)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students will be eligible for four units of credit towards their VCE: Two units at Units 1 & 2 and two at Units 3 & 4.

**ATAR:** Scored assessment is available for this program.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Apply principles of Occupational Health & Safety in work environment
- Perform basic machining processes
- Apply basic fabrication techniques
- Perform basic computational principles in engineering work activities
- Produce basic engineering components and products using fabrication and machining
- Produce basic engineering sketches and drawings
- Using CAD and hand drawing instruments
- Report on a range of sectors in the manufacturing, engineering and related industries
- Undertake a basic engineering project





# EVENTS

## PATHWAYS

Certificate IV in Travel and Tourism

Diploma of Event Management and Travel and Tourism

Bachelor of Event and Tourism Management

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Conference Assistant

Event or Exhibition Administrative Assistant

Event or Exhibition Assistant

Event or Exhibition Operations Assistant

Functions Assistant

In-House Meetings Assistant

Logistics Assistant

Junior Event or Exhibition Coordinator

Meetings Assistant

Venue Assistant

# SIT30516 Certificate III in Events



## COURSE AIMS

This qualification reflects the role of individuals who use a range of events administrative or operational skills. They use discretion and judgement and have knowledge of industry operations. They work with some independence under the guidance of more senior event personnel, using plans, policies and procedures to guide work activities.

## HOST SCHOOL

Peter Lalor Vocational College  
(ALET)

## DAYS & TIMES

•	Wednesday	9.00am - 12.30pm (Units 1&2)
•	Wednesday	1.00pm - 4.30pm (Units 3&4)

## CONTRIBUTION TO

**VCAL:** Contribution to the Industry Specific Strand and/or Work Related Skills Strand.

**VCE:** Partial or full completion of this program may contribute via a Block Credit recognition to completion of the VCE.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Work effectively with others
- Source and use information on the events industry
- Process and monitor event registrations
- Provide service to customers
- Show social and cultural sensitivity
- Participate in safe work practices





# FURNITURE MAKING

## PATHWAYS

Apprenticeships - Certificate III in Furniture Making

Certificate III in Furniture Finishing

Certificate IV in Furniture Design & Technology

Diploma of Furniture Design & Technology

Bachelor of Design

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Cabinet Maker

Wood Machinist

Upholsterer

Craft Designer / Craftperson

French Polisher

Furniture Designer and Maker

Soft Furnishing Maker

Musical Instrument Maker

Furniture Restorer

Shop Fitter



# MSF20516 Certificate II in Furniture Making Pathways



## COURSE AIMS

The overall aim of this program is to provide young people with the opportunity to gain comprehensive entry level training in the Furnishing Industry. The program covers broad based and core skills in Cabinet Making.

## HOST SCHOOLS

Parade College Bundoora  
Bundoora  
Bundoora  
Bundoora

Northern College of the  
Arts & Technology

## DAYS & TIMES

Monday 7.30am - 1.00pm (Units 1&2)  
Tuesday 12.00pm - 5.00pm (Units 1-4) VCAL  
Tuesday 1.30pm - 5.00pm (Units 1-4) VCE  
Wednesday 7.30am - 1.00pm (Units 1-4)  
Wednesday 1.30pm - 5.30pm (Units 1&2)  
*Second year in 2021*

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students will be eligible for up to five units towards their VCE: Three units at Units 1 & 2 and two at Units 3 & 4.

**ATAR:** Scored assessment is available for this program.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Follow safe working policies and practices
- Construct a basic timber furnishing product
- Hand make timber joints
- Join solid timber
- Prepare surfaces for finishing
- Assemble furnishing components
- Use furniture making sector hand and power tools
- Make a career plan





# FURNITURE MAKING / BUILDING & CONSTRUCTION

## PATHWAYS

Apprenticeships - Certificate III in Furniture Making

Certificate III in Furniture Finishing

Certificate IV in Furniture Design & Technology

Diploma of Furnishings in Furniture Technology

Diploma of Furniture Design & Technology

Bachelor of Design

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Cabinet Maker

Wood Machinist

Upholsterer

Craft Designer / Craftperson

French Polisher

Furniture Designer and Maker

Soft Furnishing Maker

Musical Instrument Maker

Furniture Restorer

Shop Fitter

# MSF20516 / 22338VIC Certificate II in Furniture Making Pathways / Certificate II in Building & Construction (Bricklaying and Carpentry)



## COURSE AIMS

Students do a variety of units from three different certificates to specialise in the following year. This is a one year program where schools will send a number of students with educational support.

## HOST SCHOOL

Parade College Bundoora



## DAYS & TIMES

Wednesday 9.30am - 2.20pm (Units 1&2)  
*One-year program*

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**ATAR:** Scored assessment is not available for this program.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Work safely in the construction industry
- Workplace Safety and site induction
- Wall framing
- Use of bricklaying hand tools
- Working in teams
- Joining furnishing materials
- Make simple timber joints





## HEALTH SERVICES ASSISTANCE

### PATHWAYS

Certificate IV in Medical Practice Assisting

Certificate IV in Population Health

Certificate IV in Health Care

Diploma of Nursing

Diploma of Anaesthetic Technology

Diploma of Paramedical Science

Bachelor of Nursing

Bachelor of Health Science

### CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Aged or Disability Carer

Dental Assistant

Therapy Aide

Massage Therapist

Paramedic

Registered Nurse

Counsellor

Occupational Health and Safety Officer

Dispensary Technician

Medical Laboratory Assistant

Occupational Therapist

Health Promotion Officer

# HLT33115 Certificate III in Health Services Assistance

With selected units from Certificate III SIT30616. ● ● ● ● ● ● ● ● ● ● ● ● ● ● ● ●

## COURSE AIMS

This qualification reflects the role of workers who provide support for the effective functioning of health services. At this level workers complete tasks under supervision involving known routines and procedures or complete routine but variable tasks in collaboration with others in a team environment. Pathways may include employment into Health and Ancillary Services Assistance roles such as Food Services Assistant (Hospital), General Hand (Hospital), Ward Hand (Hospital) and others.

## HOST SCHOOL

Peter Lalor Vocational College  
(IVET)



## DAYS & TIMES

Wednesday	9.00am - 12.30pm (Units 1&2)
Wednesday	1.00pm - 4.30pm (Units 3&4)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** Partial or full completion of this program may contribute via a Block Credit recognition to completion of the VCE.

**ATAR:** Students who undertake additional training from Certificate III and achieve a further Units 3 and 4 sequence may be eligible for an increment towards their ATAR (10 per cent of the lowest study score in the primary four scaled studies).

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Communicate and work in health or community services
- Work with diverse people
- Comply with infection prevention and control policies and procedures
- Participate in workplace health and safety





# HOSPITALITY

## PATHWAYS

Certificate III in Hospitality

Certificate IV in Hospitality

Diploma of Hospitality (Management)

Advanced Diploma of Hospitality (Management)

Bachelor of Applied Science (Hospitality Management)

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Chef/Cook

Food Production

Promotions Director

Kitchen Hand

Hotel/Resort Manager

Housekeeping

Tourism Manager

Catering Manager

Event Manager

Waiter/Barperson

Steward/Host

# SIT20316 Certificate II in Hospitality

With selected units from Certificate III SIT30616. ● ● ● ● ● ● ● ● ● ●

## COURSE AIMS

This program is designed to provide students with training and skill development for the achievement of competence in food and beverage service and other hospitality pathways.

## HOST SCHOOL

Eltham College

## ● DAYS & TIMES

● Monday	4.00pm - 9.30pm (Units 1&2) OR
● Tuesday	4.00pm - 9.30pm (Units 1&2)
● Wednesday	4.00pm - 9.30pm (Units 3&4) OR
● Thursday	4.00pm - 9.30pm (Units 3&4)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** Recognition of two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.

**ATAR:** Scored assessment is available for this program.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Work effectively with others
- Source and use information on the hospitality industry
- Use hospitality skills effectively
- Interact with customers
- Use hygienic practices for food safety
- Participate in safe work practices
- Prepare and serve espresso coffee
- Serve food and beverage
- Clean kitchen premises and equipment
- Show social and cultural sensitivity
- Clean and tidy bar areas
- Prepare and serve non-alcoholic beverages



# SIT20416 Certificate II in Kitchen Operations

## COURSE AIMS

This program is designed to provide students with training and skills to be competent to work in the hospitality industry with a particular focus on commercial cookery.

## HOST SCHOOLS

Eltham College (*1st year is Cert II Hospitality*)

Greensborough College  
(IMVC)

Hazel Glen College  
(IMVC)

Parade College Bundoora  
Bundoora

Peter Lalor Vocational College\*\*  
(AIET)

St Helena Secondary College  
(AIET)

Thornbury High School  
(IMVC)

## DAYS & TIMES

• Wednesday 4.00pm - 9.30pm (Units 3&4) OR  
• Thursday 4.00pm - 9.30pm (Units 3&4)

• Wednesday 1.00pm - 5.00pm (Units 1&2)  
• Thursday 1.00pm - 5.00pm (Units 3&4)

• Wednesday 1.30pm - 5.00pm (Units 1&2)  
• Thursday 1.30pm - 5.00pm (Units 3&4)

• Tuesday 1.30pm - 5.00pm (Units 1&2)  
• Wednesday 3.30pm - 7.00pm (Units 3&4)

• Friday 9.00am - 12.30pm (Units 1&2)  
• Friday 1.00pm - 4.30pm (Units 3&4)

• Wednesday 1.50pm - 5.00pm (Units 1&2)  
• Thursday 1.50pm - 5.00pm (Units 3&4)

• Wednesday 1.30pm - 5.00pm (Units 1&2)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or the Work Related Skills Strand.

**VCE:** Recognition of two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.

**ATAR:** Scored assessment is available for this program.

\*\*Peter Lalor Vocational College do not offer a scored assessment option.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Use hygienic practices for food safety
- Clean kitchen premises and equipment
- Work effectively with others
- Maintain the quality of perishable items
- Participate in safe work practices
- Use cookery skills effectively
- Produce dishes using basic methods of cookery
- Produce appetisers and salads
- Produce stocks, sauces and soups
- Produce vegetable, fruit, egg and farinaceous dishes
- Prepare poultry dishes







## CASE STUDY | PATRICK RYAN

Patrick Ryan is a Senior VCAL student at Marcellin College and is presently completing 2nd Year VET Early Childhood Education and Care as an external student at Bundoora Secondary College through Melbourne Polytechnic.

He has always enjoyed caring for others and spending time interacting with a range of different people.

Patrick researched VET courses, finding Early Childhood Care and Education caught his attention. He also researched the industry and discovered that carers were in demand with many opportunities for employment. Early Childhood is definitely an area where a greater presence of male role models is needed – particularly for children who may not have a positive male presence in their lives or through their educational experiences. The presence of males within Child Care reinforces that caring is a human response, not specific to any gender. It also allows children to have a more diverse learning experience.

“In my course I learn how to care for young children and experience what it is like in a childcare environment. We study different aspects of childcare such as food health and safety, identifying and reading children’s

### PATRICK SAYS...

“I really enjoy my VET course because it is applied learning and I enjoy the fact that I experience learning for the whole afternoon in one block. I have excellent trainers who really help us to understand the industry.”

actions and interpreting their behaviours. We learn to engage and connect with children using play based learning,” Patrick says.

“I really enjoy my VET course because it is applied learning and I enjoy the fact that I experience learning for the whole afternoon in one block. I have excellent trainers who really help us to understand the industry.”

“In the future I hope to gain employment at a Childcare Centre and continue to study for a Diploma in Early Childcare so as I can advance to Management.”



# INFORMATION, DIGITAL MEDIA & TECHNOLOGY

## PATHWAYS

- Certificate IV in Digital and Interactive Games
- Certificate IV in Digital Media Technologies
- Certificate IV in Information Technology-Networking
- Certificate IV in Information Technology-Support
- Certificate IV in Information Technology-Web Based Technologies
- Diploma of Information Technology
- Diploma of Software Development
- Advanced Diploma of Computer Systems Technology
- Advanced Diploma of Information Technology

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

- |  |                        |
|--|------------------------|
| Information Technology Support Technician    | Games Developer        |
| Multimedia Developer                         | Web Designer/Developer |
| Database/Network/Systems Administrator       | Programmer             |
| Information Technology Administrator         | Systems Designer       |
| Hardware and Software Maintenance Consultant |                        |

# ICT30118 Certificate III in Information, Digital Media & Technology



## COURSE AIMS

This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user. Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies.

## HOST SCHOOLS

Epping Secondary College  
(IVET) (Full Completion)

Peter Lalor Vocational College  
(IVET) (Full Completion)

## DAYS & TIMES

Wednesday 12.00pm - 4.00pm (Units 1&2)  
Wednesday 12.00pm - 4.00pm (Units 3&4)

Wednesday 9.00am - 12.30pm (Units 1&2)  
Second year in 2021

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or the Work Related Skills Strand.

**VCE:** Students who undertake partial completion will be eligible for up to four units credit towards satisfactory completion of their VCE: Two units at Units 1 & 2 and a Units 3 & 4 sequence.

**ATAR:** Scored assessment is available for this program.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Care for computer hardware
- Administer network peripherals
- Run standard diagnostic tests
- Work and communicate effectively in an IT environment
- Provide basic system administration
- Operate application software packages
- Participate effectively in WHS communication and consultative processes





# INTEGRATED TECHNOLOGIES



## PATHWAYS

The Certificate II is a pathway to TAFE and Higher Education and may lead directly to employment. It is an excellent pathway to a higher degree in Engineering.

Certificate III in Data and Voice Communications

Certificate III and IV in Renewable Energy – ELV

Diploma of Renewable Energy Engineering

Certificate IV in Electrical - Data and Voice Communications

Depending on course electives and VCE subjects chosen, pathways include apprenticeships or traineeships or articulation into higher qualifications in Electrotechnology, Information Technology, Telecommunications, Engineering and Mechatronics.

## CAREER OPPORTUNITIES

The Certificate II in Integrated Technologies provides a pathway into industries likely to combine different types of technologies. Understanding electrotechnology and engineering/ manufacturing processes can lead to careers as a:

Computer Systems Engineer (tertiary level study)

Mechatronics System Engineer  
(advanced manufacturing)

Engineer

Computer Networking Technician

Telecommunications Technician

Information Technology Paraprofessional

# 22289VIC Certificate II in Integrated Technologies

*This course is subject to change in 2020.*

## COURSE AIMS

The course is a practical and theoretical training in the knowledge and skills in the Electrotechnology, Information Technology and Telecommunications industries. The course is an introduction to Electrotechnology and may include an introduction to the NBN or Computer Networking industries.

## HOST SCHOOL

Northern College of the Arts & Technology

## DAYS & TIMES

Wednesday 1.30pm - 5.30pm (Units 1&2)  
Thursday 1.30pm - 5.30pm (Units 3&4)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** Recognition of two units at Units 1 and 2 level and a Units 3 and 4 sequence.

**ATAR:** Scored assessment is available for this program.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Computer networking theory and practical tasks (Cisco Networking Academy)
- Computer hardware and operating systems
- Wireless networking
- Telecommunications cabling and related technologies
- Solar and wind powered energy systems
- Coding, automation and robotics (Arduino, C++, VEX)
- Use of CAD, programming of microcontrollers, robotics, 3D printing and process automation to develop products from conceptualisation to final production



## LABORATORY SKILLS

### PATHWAYS

The Laboratory Operations Training Package is designed to address the training needs of the laboratory operations industry and it covers sectors such as biological testing, biotechnology, chemical testing, construction material testing, environmental monitoring, food testing, mineral assay, pathology testing and scientific glassblowing.

Certificate IV in Laboratory Techniques

Diploma of Laboratory Technology

Diploma of Laboratory Technology-Biological and Environmental Testing

Diploma of Laboratory Technology-Biotechnology

Diploma of Laboratory Technology –Pathology Testing

Advanced Diploma of Laboratory Operations

### CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Support Staff to scientists in Research, Education & Industry

Laboratory Assistant/Manager

Laboratory Technician

Laboratory Attendants

Instrument Operators

Senior Technician

# MSL30116 Certificate III in Laboratory Skills MSL20118 Certificate II in Sampling & Measurement

## MSL30116 Certificate III in Laboratory Skills

### COURSE AIMS

Certificate III in Laboratory Skills provides students with the necessary knowledge and skills associated with the day-to-day operation of a laboratory and associated technical tasks such as sampling and testing. Units 1 and 2 of the program include recording and presenting data, planning and conducting laboratory/field work, maintaining the laboratory fit for purpose, with electives such as performing basic tests and assisting with fieldwork included. Units 3 and 4 offer scored assessment and incorporate units such as performing aseptic techniques, contributing to the achievement of quality objectives, preparing working solutions and performing microscopic examinations.

### HOST SCHOOL

Mill Park Secondary College  
(Box Hill Institute)

### DAYS & TIMES

Wednesday 1.30pm - 5.00pm (Units 1-4)

### CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students will be eligible for up to six units of credit towards their

**VCE:** Four units at Units 1 & 2 and a 3 & 4 sequence.

**ATAR:** Scored assessment is available for this program.

### STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

### THIS COURSE MAY INCLUDE

- Participate in environmentally sustainable work practices
- Communicate with other people
- Plan and conduct laboratory/field work
- Record and present data
- Maintain the laboratory fit for purpose
- Participate in laboratory/field workplace safety
- Receive and prepare samples for testing
- Perform basic tests

## MSL20118 Certificate II in Sampling & Measurement

### COURSE AIMS

This qualification covers the skills and knowledge required to perform a range of sampling and measurement activities as part of laboratory, production or field operations in the construction, manufacturing, resources and environmental industry sectors.

### HOST SCHOOL

Peter Lalor Vocational College  
(AIET)

### DAYS & TIMES

Wednesday 1.00pm - 4.30pm (Units 1&2)  
*One year course*

### CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students will be eligible for up to three units at Unit 1 & 2.

**ATAR:** Scored assessment is not available for this program.

### SEE SECTIONS ABOVE FOR SWL AND COURSE INCLUSIONS





## MAKE UP

### PATHWAYS

Certificate IV in Beauty Therapy

Diploma of Beauty Therapy

### CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Make-Up Artist (fashion, beauty, photography & freelance)

Beauty Therapist

Make-Up Retail Sales Person



# SHB30215 Certificate III in Make Up



## COURSE AIMS

The Certificate III in Make-Up program provides skills and knowledge to undertake roles as make-up artists designing and applying make-up across the beauty, fashion, media and entertainment industries. Skills are developed for work in make-up studios, retail cosmetic counters, fashion and media sets, and photography studios.

## HOST SCHOOL

Northern College of  
the Arts & Technology  
(IMVC)

## DAYS & TIMES

•	<b>Units 1&amp;2</b>	<b>Units 3&amp;4</b>
•	Wednesday	Thursday
•	<b>AM Class</b> Wed 8.30am - 1pm	<b>AM Class</b> Thu 9am - 1pm
•	<b>PM Class</b> Wed 1pm - 5.30pm	<b>PM Class</b> Thu 1.30pm - 5.30pm
•	<b>Compulsory Holiday Block</b>	<b>Compulsory Holiday Block</b>
•	Term 3 Sept Hols (7 days req'd)	Term 1 Easter Hols
•	<b>Wk 1 (4 days)</b> Mon 21 Sept to	<b>AM Class</b> Mon 30 Mar to
•	Thu 24 Sept, 9.30am - 4.30pm	Fri 3 Apr, 9.30am - 4.30pm
•	<b>Wk 2 (3 days)</b> Mon 28 Sept to	<b>PM Class</b> Mon 6 Apr to
•	Wed 30 Sept, 9.30am - 4.30pm	Thu 9 Apr, 9.30am - 4.30pm

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** Recognition of up to four units at Units 1 and 2 level and a Units 3 and 4 sequence.

**ATAR:** Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR.

## STRUCTURED WORKPLACE LEARNING

Minimum SWL requirements over duration of program:

Number of hours - 80 hrs / 2 weeks over 2 years. Strongly recommended but not required. The placement can be in any retail outlet and not necessarily confined to the make-up/cosmetics industry.

## THIS COURSE MAY INCLUDE

- Design and apply make-up
- Design and apply make-up for photography
- Design and apply remedial camouflage make-up
- Apply airbrushed make-up
- Design and apply creative make-up
- Research and apply beauty industry information
- Provide salon services to clients
- Comply with organisational requirements within a personal services environment
- Apply safe hygiene, health and work practices





# MUSIC INDUSTRY

## PATHWAYS

Certificate IV in Music Industry

Diploma of Music Industry

Advanced Diploma of Music Industry

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Musician

Singer

Stage Producer

Director

Digital Audio Technician

Broadcaster

Music Technician

Songwriter

Sound and Lighting Technician

Stage Manager

Sound Engineer

Music Editor

# CUA30915 Certificate III in Music Industry (Performance Stream)

*This course is subject to change in 2020.*

## COURSE AIMS

Students undertake a wide range of activities related to music performance including song writing, improvisation, developing repertoire, musicianship, accompaniment and group work, investigation of genre and development of stagecraft.

## HOST SCHOOLS

Epping Secondary College  
(Collarts)

Lalor North College  
(Melbourne Polytechnic)

Northern College of the  
Arts & Technology

## DAYS & TIMES

Wednesday	12.00pm - 4.00pm (Units 1&2) <i>Units 3&amp;4 in 2021</i>
Wednesday	11.30am - 4.15pm (Units 1&2)
Wednesday	11.30am - 4.15pm (Units 3&4)
Wednesday	9.00am -12.30pm (Units 1&2)
Wednesday	1.30pm - 5.00pm (Units 3&4)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** Recognition of two units at Units 1 and 2 level and at least one Units 3 and 4 sequence.

**ATAR:** Scored assessment is available for this program.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Address copyright requirements
- Compose a simple song or tune
- Develop and practise improvisation
- Maintain self or group in music
- Performance craft, developing repertoire
- Improvisation, learning parts from recordings

# CUA30915 Certificate III in Music Industry (Sound Production Stream)

• • • • • • • • • • *This course is subject to change in 2020.*

## COURSE AIMS

This course is a pathway for students into a career or further study embracing their passion for music and audio. It provides a broad basis of industry knowledge and skills that can be applied in multiple life and work experiences. Students work as a class and in small groups to complete practical projects, written work and computer tasks.

## HOST SCHOOLS

Northern College of the  
Arts & Technology

Parade College Bundoora  
Bundoora

## : DAYS & TIMES

: Wednesday 1.30pm - 5.00pm (Units 1&2)  
: Wednesday 9.00am - 12.30pm (Units 3&4)  
: Tuesday 1.30pm - 5.00pm (Units 1&2)  
: Wednesday 3.15pm - 7.30pm (Units 3&4)  
:

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** Recognition of two units at Units 1 and 2 level and at least one Units 3 and 4 sequence.

**ATAR:** Scored assessment is available for this program.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Understanding microphone types and placement techniques
- Analogue and Digital audio, signal processing, recording software, and mixing consoles
- Band PA systems, outdoor and stadium PA systems
- Producing and engineering recorded music
- Understanding copyright, contracts and income streams



NATIONALLY RECOGNISED  
TRAINING





## MUSICAL INSTRUMENT MAKING & MAINTENANCE

### PATHWAYS

Certificate IV in Musical Instrument Making and Repair

### CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Work within Music, Theatre Repair and Design for quality musical instruments

Retail in musical instruments

Manufacturing of musical instruments

Replicating period instruments for period music

Touring music group technician

Maintaining music instruments instore

# 22305VIC Certificate III in Musical Instrument Making and Maintenance



## COURSE AIMS

The aim of this qualification is to provide the skills and knowledge for a musical instrument maker to design, make and maintain quality musical instruments.

## HOST SCHOOL

Northern College of the Arts & Technology



## DAYS & TIMES

Wednesday 9.00am - 3.15pm (Units 1-4)  
*Two-year course*

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE.

**ATAR:** Where a Unit 3 & 4 sequence is achieved towards the VCE it may provide a 10% increment towards the ATAR subject to VTAC policies.

## THIS COURSE MAY INCLUDE

- Use finishing hand and power tools
- Assemble instrument components
- Construct jigs and fixtures
- Perform soft soldering
- Construct and apply decorative treatment and hand finishing of musical instruments
- Set up, operate and maintain basic static machines
- Maintain percussion and woodwind instruments
- Make special stringed instruments
- Read and interpret work documents
- Make measurements
- Participate in environmentally sustainable work practices
- Work Safely
- Work in a team & communicate in the workplace

Instruments students make include: Percussion (Stomp box, cajon and xylophone) solid electric guitar, folk wind instruments, tenor ukulele and a traveller guitar.





# OUTDOOR EDUCATION

## PATHWAYS

Pathways may include employment into various workplaces within a range of outdoor recreation setting as an outdoor activity assistant participant.

Certificate III in Outdoor Recreation

Certificate IV in Outdoor Recreation

Diploma of Outdoor Recreation

Bachelor of Teaching

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Fitness Instructor

Environmental Health Officer

Park Ranger

Tour Guide

Surveying Technician

Defence Force Member

Outdoor Adventure Leaders

Recreation Advisor

Outdoor Education Teacher



# SIS20213 Certificate II in Outdoor Education



## COURSE AIMS

This qualification provides the skills and knowledge for an individual to be competent in performing core skills in outdoor recreation environments and assisting with the conduct of a range of outdoor activities.

Work may be undertaken as part of a team and would be performed under supervision. Work would be undertaken in field locations such as camps or in indoor recreation centres or facilities, in differing environments such as water-based, dry land and mountainous terrains, using a diverse range of equipment.

Pathways may include employment into various workplaces within a range of outdoor recreation settings as an outdoor activity assistant or participant.

## HOST SCHOOL

Peter Lalor Vocational College  
(IVET)

## DAYS & TIMES

Wednesday 9.00am - 12.30pm (Units 1&2)  
*One-year course*

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** On completion students will be eligible for a minimum of two units of credit at Units 1 & 2 level.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Provide first aid
- Assist in conducting outdoor recreation sessions
- Minimise environmental impact
- Respond to emergency situations
- Work effectively in sport and recreation environments
- Follow occupational health and safety policies





# PLUMBING

## PATHWAYS

- Certificate II in Metal Roofing and Cladding
- Certificate III in Plumbing
- Certificate III in Plumbing (Mechanical Services)
- Certificate III in Roof Plumbing
- Certificate IV in Plumbing and Services
- Diploma of Plumbing and Services

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

- |                        |                                     |
|------------------------|-------------------------------------|
| Building supervisors   | Technical and sales representatives |
| Plumbing inspectors    | Building contract administrators    |
| Hydraulics consultants | Building and construction manager   |
| Purchasing officers    | Technical teachers                  |
| Estimators             |                                     |

# 22304VIC Certificate II in Plumbing (Pre-apprenticeship)



## COURSE AIMS

This program provides students with pre-vocational training in the Plumbing industry.

## HOST SCHOOLS

Northern College of the Arts  
& Technology

Outer Northern Trade  
Training Centre  
(Box Hill Institute)

Parade College  
Preston  
Preston  
Preston  
Preston  
Preston

## DAYS & TIMES

Wednesday	8.30am - 12.30pm OR 1.30pm - 5.30pm (First year)
Thursday	1.30pm - 5.30pm (Second year)
Wednesday	8.00am - 12.00pm OR 12.30pm - 4.30pm (First year)
Friday	8.00am - 12.00pm OR 12.30pm - 4.30pm (Second year)
Tuesday	7.30am - 3.15pm (First year)
Wednesday	7.30am - 3.15pm (First year)
Friday	7.30am - 3.15pm (First year)
Wednesday	7.30am - 3.15pm (Second year)
Thursday	7.30am - 3.15pm (Second year)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE & ATAR:** This is a VCE VET Program. Students who receive a units 3 and 4 sequence for any VCE VET Plumbing will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four studies). The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Use pipes, fittings and fixtures to simulate plumbing installations
- Use basic plumbing hand tools and power tools
- Use basic electric welding equipment and techniques
- Perform basic oxy-acetylene welding and cutting
- Fabricate simple plumbing pipe systems
- Apply basic sheet metal practices
- Work safely in the construction industry
- Read and interpret plans and specifications





## RETAIL COSMETICS

### PATHWAYS

Certificate III in Beauty

Certificate IV in Beauty Therapy

Diploma of Beauty Therapy

### CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Beauty Therapist

Make-Up Artist

Aroma Therapist

Retail Sales

Salon Manager

# SHB20116 Certificate II in Retail Cosmetics



## COURSE AIMS

This course will provide you with a solid foundation in beauty theory and practice. The course is very hands-on and has a strong employability skills focus. You will learn how to design and apply make-up, design and apply make-up for photography, provide service to clients, work effectively in the retail environment all whilst gaining knowledge of the beauty services industry. The course also enables you to learn valuable work and life skills such as time management, communication and personal development skills – helping you to become a confident, competent and professional beauty therapist or make-up artist. This is a one year program.

## HOST SCHOOL

Peter Lalor Secondary College  
(AIET)

## DAYS & TIMES

Wednesday 9.00am - 3.00pm OR  
Friday 9.00am - 3.00pm (Units 1&2)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** students who complete the program are eligible for up to five units at Units 1 and 2 level. This is a VCE VET approved program.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Communicate in the workplace
- Work effectively in a retail environment
- Conduct financial transactions
- Recommend hair, beauty and cosmetic products and services
- Sell products and services
- Apply safe working practices
- Demonstrate retail skin care products
- Design and apply make-up
- Perform head, neck and shoulder massage
- Design and apply make up for photography





## **SALON ASSISTANT**

### **PATHWAYS**

Certificate IV in Hairdressing

Advanced Diploma in Hairdressing

### **CAREER OPPORTUNITIES**

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Hairdresser

Retail Sales

Salon Manager

# SHB20216 Certificate II in Salon Assistant



## COURSE AIMS

This program is an introduction to vocational training and will provide participants with the basic knowledge and skill development to enhance their employment prospects in the hairdressing industry as an apprentice. This is a one-year course.

## HOST SCHOOLS

Macleod College  
(AIET)

Peter Lalor Vocational College  
(AIET)

## : DAYS & TIMES

: Wednesday 9.00am - 1.00pm

: Wednesday 9.00am - 3.00pm OR  
: Friday 9.00am - 3.00pm

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** Students who complete the program are eligible for up to four units at Units 1 and 2 level. This is a VCE VET approved program.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Prepare clients for salon services
- Dry hair to shape
- Maintain tools and equipment
- Maintain and organise work areas
- Follow personal health and safety routines at work
- Work effectively in a retail environment
- Apply safe working practices
- Communicate in the workplace
- Perform head, neck and shoulder massage
- Develop hairdressing industry knowledge
- Apply temporary hair colour and remove residual colour products
- Assist colleagues providing multiple salon services as a team member (work placement)
- Apply single, two and three strand braiding techniques





# SCREEN AND MEDIA

## PATHWAYS

The general skills acquired by this course have applications across a range of traditional industry sectors, including graphic design, advertising, publishing, computing, pre-press film/video/TV production, information design, visual and performing arts.

Certificate IV in Screen and Media

Diploma of Screen and Media

Bachelor of Multimedia and Digital Arts

Bachelor of Design (Digital Media)

Advanced Diploma of Screen and Media

Advanced Diploma of Creative Product Development

Bachelor of Games and Interactivity

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Graphic Designer

Media Producer

Publisher

Editor

Photographer

Screen Printer

Multimedia Developer

Games Developer

Corporate video

Web Content Manager

Production houses

Advertising agencies



# CUA31015 Certificate III in Screen and Media

## (Focus: Creative & Digital Media OR Games Development)

*This course is subject to change in 2020*

### COURSE AIMS

This course is designed to expose students to commercial practices in a range of multimedia with focus on digital design, website design, sound and animation. This should prepare students for further education at TAFE or University and give students the opportunity to produce a folio of work.

The Games Development focus at Diamond Valley College will teach students how to develop a game from initial concept to playable demo. Using the Unreal Engine 4, art and scripts, students design gameplay mechanics and refine them while learning the entire development pipeline. Students will satisfy the requirements for the Cert II Creative Industries (CUA20215) in the first year of the program.

### HOST SCHOOLS

Diamond Valley College  
(AIET) (Focus: Games Dev)  
*Full Completion*

Northern College of the  
Arts & Technology  
(Focus: Creative & Digital Media)  
*Full Completion*

Parade College  
(AIET)  
(Focus: Creative & Digital Media)  
*Partial Completion*

### DAYS & TIMES

Wednesday	9.00am - 12.30pm (Units 1&2)
Friday	9.00am - 12.30pm (Units 3&4) <i>Two-year program</i>
Wednesday	9.00am - 12.30pm OR 1.30pm - 5.00pm (Units 1&2)
Wednesday	9.00am - 12.30pm OR 1.30pm - 5.00pm (Units 3&4) <i>Two-year program</i>
Tuesday	1.30 - 5.30pm (Units 1-4) <i>Two-year program</i>

### CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** Students who complete the program are eligible for up to four units at Units 1 and 2 level and a Units 3 and 4 sequence.

**ATAR:** Scored assessment is available for this program.

### STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

### THIS COURSE MAY INCLUDE

- Work effectively in the screen and media industries
- Produce and prepare photo images
- Create 2D Digital Animations
- Assist with a basic camera shoot
- Perform basic vision and sounds editing
- Plan and prepare program content
- Create visual design components
- Write content for a range of media
- Explore and apply the creative design process to 2D forms
- Prepare audio assets



# CUA31015 Certificate III in Screen and Media

## (Focus: Video)

• • • • • • • • • • *This course is subject to change in 2020*

### COURSE AIMS

This Screen Stream of the CUA31015 course allows students to develop skills in the area of film, audio and online. Students will undertake practices of creative individual and collaborative media products.

### HOST SCHOOLS

Epping Secondary College  
(Collarts)

Northern College of the  
Arts & Technology

### • DAYS & TIMES

• Wednesday 12.00pm - 4.00pm (Units 1&2)  
• *Second year in 2021*

• Wednesday 9.00am - 12.30pm (Units 1&2)  
• Wednesday 1.30pm - 5.00pm (Units 3&4)

### CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** Students who complete the program are eligible for up to four units at Units 1 and 2 level. Students wanting a Units 3 and 4 sequence will need to incorporate BSBWHS201 and CUAIND301.

**ATAR:** Where a Unit 3 & 4 sequence is achieved towards the VCE it may provide a 10% increment towards the ATAR subject to VTAC policies. Scored assessment is available for this program.

### STRUCTURED WORKPLACE LEARNING

There is no formal Structured Workplace Learning required but it is highly recommended that students undertake a work placement to develop skills and gain experience.

### THIS COURSE MAY INCLUDE

- Develop and extend critical and creative thinking skills
- Assist with a basic camera shoot
- Perform basic vision and sound editing
- Promote innovation in a team environment
- Plan and prepare program content
- Maintain interactive content
- Prepare video assets
- Develop techniques for presenting information on air
- Provide production support for television productions
- Write content for a range of media



NATIONALLY RECOGNISED  
TRAINING



## CASE STUDY | BROOKLYN TAIGEL

It is still relatively unusual to have qualified women in the ranks of the traditional trades. However, more and more students are choosing to follow their passion and are not concerned about gender stereotypes. Why is it important to get more women in the trades? Employers of tradeswomen report that they bring, 'positive cultural changes in the workplace, improved attention to detail and better work organisation and planning'.

Brooklyn Taigel, is a Year 10 student from Montmorency Secondary College who is studying 1st Year VET Automotive Vocational Preparation. She is keen to explore her passion for cars, engines and mechanics as a Year 10 student and as an external VET student at NCAT.

Her VET classes are deepening her understanding of the Automotive industry and further developing her mechanical skills. She loves learning more about car engines and how to fix them.

Her experience as an external student at NCAT is all positive. Brooklyn says that one of the best things about her VET course is the opportunity to meet students from other schools who share the same interest in cars and are equally keen to learn so much more. She particularly enjoys the practical, 'hands on' learning activities in VET Auto – a welcome relief from her other school subjects!

### BROOKLYN'S ADVICE

**"It gives you other choices and you meet so many great people and learn so many things you wouldn't have learned at regular school. It gives you another perspective on what you want to do."**

At this stage, Brooklyn is not sure of her future career. However, she wants to be able to work on the cars she will own in the future and have the skills and knowledge to 'do them up'. Starting a VET course in Year 10 helps to keep her options open in terms of future subject choices and career pathways.

Brooklyn advises other students to consider what they really enjoy and to choose a VET course that matches their interest.

**"It gives you other choices and you meet so many great people and learn so many things you wouldn't have learned at regular school. It gives you another perspective on what you want to do."**



# SCREEN AND MEDIA

## PATHWAYS

Diploma of Screen and Media

Advanced Diploma of Screen and Media

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Animation/visual effects designer

Archival media specialist

Camera/lighting operator

Digital artist

Production coordinator

Radio producer/presenter

Television producer/presenter

# CUA41215 Certificate IV in Screen and Media



## COURSE AIMS

This film making course is available to any student regardless of your level of experience or expertise. The Certificate IV in Screen and Media is a nationally recognised qualification. Experienced film makers can use the course to build their skill base. Those with no experience will be supported to develop the necessary skills within the course. All equipment is supplied.

Successful completion of the qualification aims to enhance the student's chances of entering the film, media or television industries and can provide a credit transfer towards further film production courses. This is a one-year course.

## HOST SCHOOL

Eltham College

## : DAYS & TIMES

• Wednesday 4.00pm - 7.00pm

## • School Holiday Film Comp

• Mon 30 Mar - Fri 3 Apr, 2020

## • School Holiday Music Video Production

• Mon 2 Sept - Fri 2 Oct, 2020

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE.

**ATAR:** Where a Unit 3 & 4 sequence is achieved towards the VCE it may provide a 10% increment towards the ATAR subject to VTAC policies. Scored assessment is available for this program.

## STRUCTURED WORKPLACE LEARNING

There is no formal Structured Workplace Learning required but it is highly recommended that students undertake a work placement to develop skills and gain experience.

## THIS COURSE MAY INCLUDE

- Perform basic vision and sound editing
- Shoot material for screen production
- Articulate, present and debate ideas
- Implement lighting designs
- Organise production locations
- Shoot screen content in a multi-camera environment
- Coordinate film and media production services and resources
- Apply work health and safety practices





# SPORT & RECREATION

## PATHWAYS

Certificate III and IV in Sport and Recreation

Certificate IV in Sport Officiating

Certificate IV in Sport Development

Diploma of Sport and Recreation Management

University – Recreation Management, Human Movement, Sports Administration, Fitness Leadership, Outdoor Recreation, Physical Education – Teaching

Certificate III and IV in Outdoor Recreation

Certificate IV in Sport Coaching

Diploma of Outdoor Recreation

Diploma of Sport Development

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Coach

Sports person

Exercise Physiology

Ranger

Fitness Instructor

Leisure/Recreation Officer

Outdoor Education Instructor

Aerobics/Fitness Instructor

Personal Trainer

Recreation Officer

Community Sports Manager

Sports Massage

# SIS30115 Certificate III in Sport and Recreation

*This course is subject to change in 2020.*

## COURSE AIMS

The aim of the program is to provide specific skills and knowledge to work in the areas of sport and recreation. Leadership, organisational and specialist activity skills will be developed through theory and practical sessions. This is a two-year program.

## HOST SCHOOLS

Epping Secondary College  
(IVET)

Greensborough Secondary College  
(IVET)

Northern College of the  
Arts & Technology

Parade College Bundoora

Peter Lalor Vocational College\*  
(IVET)

## DAYS & TIMES

Wednesday 12.00pm - 4.00pm (Units 3&4)

Wednesday 1.00pm - 5.00pm (Units 1&2)  
Thursday 1.00pm - 5.00pm (Units 3&4)

Wednesday 9.00am - 12.30pm (Units 1&2)  
Wednesday 1.30pm - 5.00pm (Units 3&4)

Thursday 1.30pm - 5.00pm (Units 1-4)

Wednesday 1.00pm - 4.30pm (Units 1&2)  
Second year in 2021

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** Students who complete the program are eligible for up to three units at Units 1 and 2 level and a Units 3 and 4 sequence.

**ATAR:** Scored assessment is available for this program.

\* Peter Lalor Vocational College - no scored assessment option.

## STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 80 hours.

## THIS COURSE MAY INCLUDE

- Facilitate groups
- Apply first aid
- Provide quality service
- Conduct basic warm up and cool down programs
- Follow OHS policies
- Instruct and monitor fitness programs
- Maintain sport, fitness and recreation facilities
- Perform basic water rescues
- Assist in preparing and conducting sport and recreation sessions





# VISUAL ARTS

## PATHWAYS

Certificate III in Visual Arts

Certificate IV in Visual Arts

Diploma of Visual Arts

## CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Visual Artist

Graphic Designer

Set Painter

Art Critic/Writer

Illustrator

Printmaker

Designer

Art Teacher

Sculptor / Object Designer

Concept Artist

Portrait Painter

Art Therapist



# CUA20715 Certificate II in Visual Arts



## COURSE AIMS

The course is an introduction to art and design providing opportunities to extend skills beyond a normal school setting. Students use a broad range of materials, equipment and techniques and are encouraged to explore and experiment. Students develop a portfolio of artworks and work with visiting artists and designers. This is invaluable for future pathways considerations. This is a two-year program.

## HOST SCHOOL

Northern College  
of the Arts  
& Technology

## : DAYS & TIMES

•	Wednesday	9.00am - 12.30pm OR
•		1.30pm - 5.00pm (1st year)
•	Wednesday	9.00am - 12.30pm OR
•		1.30pm - 5.00pm (2nd year)

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE.

## THIS COURSE MAY INCLUDE

- Participate in OHS processes
- Make simple creative work
- Use and develop drawing techniques
- Develop painting skills
- Develop sculptural skills
- Develop printmaking skills
- Source and use information relevant to arts practice

Students receive a block credit for successfully completed units attained at Unit 1 and 2 level. Please note this is not VCE VET therefore will not contribute to an ATAR.

Students need to complete the two years to gain the full qualification.



# SCHOOL BASED APPRENTICESHIPS & TRAINEESHIPS

The programs on the following pages are offered as Australian School based Apprenticeships and Traineeships. The following information should help you to understand how these work.

School based Apprenticeships and Traineeships (SBAT) allow students over 15 years of age to work as paid part time trainees or apprentices in a business whilst still completing their secondary school education. SBATs can form part of a student's VCE or VCAL.

A SBAT is a great option if you wish to enter the workforce and also complete your senior school years. The program offers you a chance to get a head start in career planning whilst completing the last two or three years of your education. You also get paid!

## YOU WILL:

- Be enrolled in Year 10, 11, 12 VCE or VET
- Sign a Training Contract together with the employer, RTO and your parents
- Be paid while you train
- Attend the Host School one day a week, during or after school or on block release
- For all students participating the equivalent of 7 hours of training or work must be allocated as part of their school timetable
- Commit to 10-15 hours per week in work and training.

## WHO IS ELIGIBLE TO BE A SCHOOL BASED APPRENTICE OR TRAINEE?

- Students 15 years of age or over who are permanent residents of Australia
- Students who are wishing to complete their secondary studies
- Students who are prepared to commit to a minimum of 15 hours a week in work and training
- Students who will need to be available during the school week, weekends or school holidays
- Students in Years 10-12
- Students who can manage their time between three settings: school, work and training.

# CPC30211 Certificate III in Carpentry (SBAT)



## COURSE AIMS

The SBAT is designed for students entering the Building and Construction Industry who want to become carpenters. Students are taught a range of building modules from the carpentry stream. This course is a partial completion of the Certificate.

## HOST SCHOOL

Parade College, Bundoora



## DAYS & TIMES

Thursday

7.00am - 3.00pm

*Three-year program*

*Plus one day per week  
of work placement*

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or the Work Related Skills Strand.

**VCE:** This program may provide credit at Units 1 - 4.

**ATAR:** Where a Unit 3 & 4 sequence is achieved towards the VCE it may provide a 10% increment towards the ATAR subject to VTAC policies.

## STRUCTURED WORKPLACE LEARNING

Students will exceed 180 hours of Structured Workplace Learning in this Certificate III.

## THIS COURSE MAY INCLUDE

- Workplace safety and induction
- Workplace procedures
- Building structures
- Safe handling and use of power tools
- Carpentry hand tools
- Introduction to demolition
- Building set out
- Levelling
- Calculations for the building industry



# CHC30213 Certificate III in Education Support (SBAT)

## COURSE AIMS

A career in education and early childhood development can be stimulating, satisfying and rewarding, and provides the opportunity to influence and shape many lives. The position of education support staff is to support and promote learning to students who may have difficulties. This traineeship is designed to give a working knowledge of the role of education support.

## HOST SCHOOL

Peter Lalor Vocational College

*Employer: Concord School*

## DAYS & TIMES

Day/Time TBC

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

**VCE:** Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE.

**ATAR:** Where a Unit 3 & 4 sequence is achieved towards the VCE it may provide a 10% increment towards the ATAR subject to VTAC policies.

## STRUCTURED WORKPLACE LEARNING

Students will exceed 180 hours of Structured Workplace Learning in this Certificate III.

## THIS COURSE MAY INCLUDE

- Support behaviour of children and young people
- Assist in the implementation of educational programs
- Contribute to student education at all development levels
- Support the development of Literacy and oral language skills
- Support the development of Numeracy skills
- Contribute to the health and safety of students
- Support students with additional needs
- Supporting indigenous students



NATIONALLY RECOGNISED  
TRAINING

# AHC20616 Certificate II in Parks and Gardens (SBAT)



## COURSE AIMS

This qualification provides an occupational outcome in parks and gardens. It can lead to further training and employment into the areas of Agriculture, Horticulture and Conservation and Land Management.

## HOST SCHOOL

Greensborough College  
(Chisholm Institute)

## • DAYS & TIMES

• Wednesday 9.00am - 5.00pm  
• Thursday 9.00am - 5.00pm  
• *One-year course*

## CONTRIBUTION TO

**VCAL:** This program contributes to the Industry Specific Skills Strand and/or the Work Related Skills Strand.

**VCE:** This program may provide credit at Units 1 - 4.

**ATAR:** Where a Unit 3 & 4 sequence is achieved towards the VCE it may provide a 10% increment towards the ATAR subject to VTAC policies.

## STRUCTURED WORKPLACE LEARNING

Students will exceed 140 hours of Structured Workplace Learning in this Certificate II.

## THIS COURSE MAY INCLUDE

- Apply chemicals under supervision
- Assist with pressurised irrigation operations
- Operate basic machinery and equipment
- Plant trees and shrubs
- Treat weeds
- Recognise plants
- Assist with soil or growing media sampling and testing
- Support turf establishment
- Participate in work health and safety processes
- Assist with landscape construction work
- Undertake operational maintenance of machinery



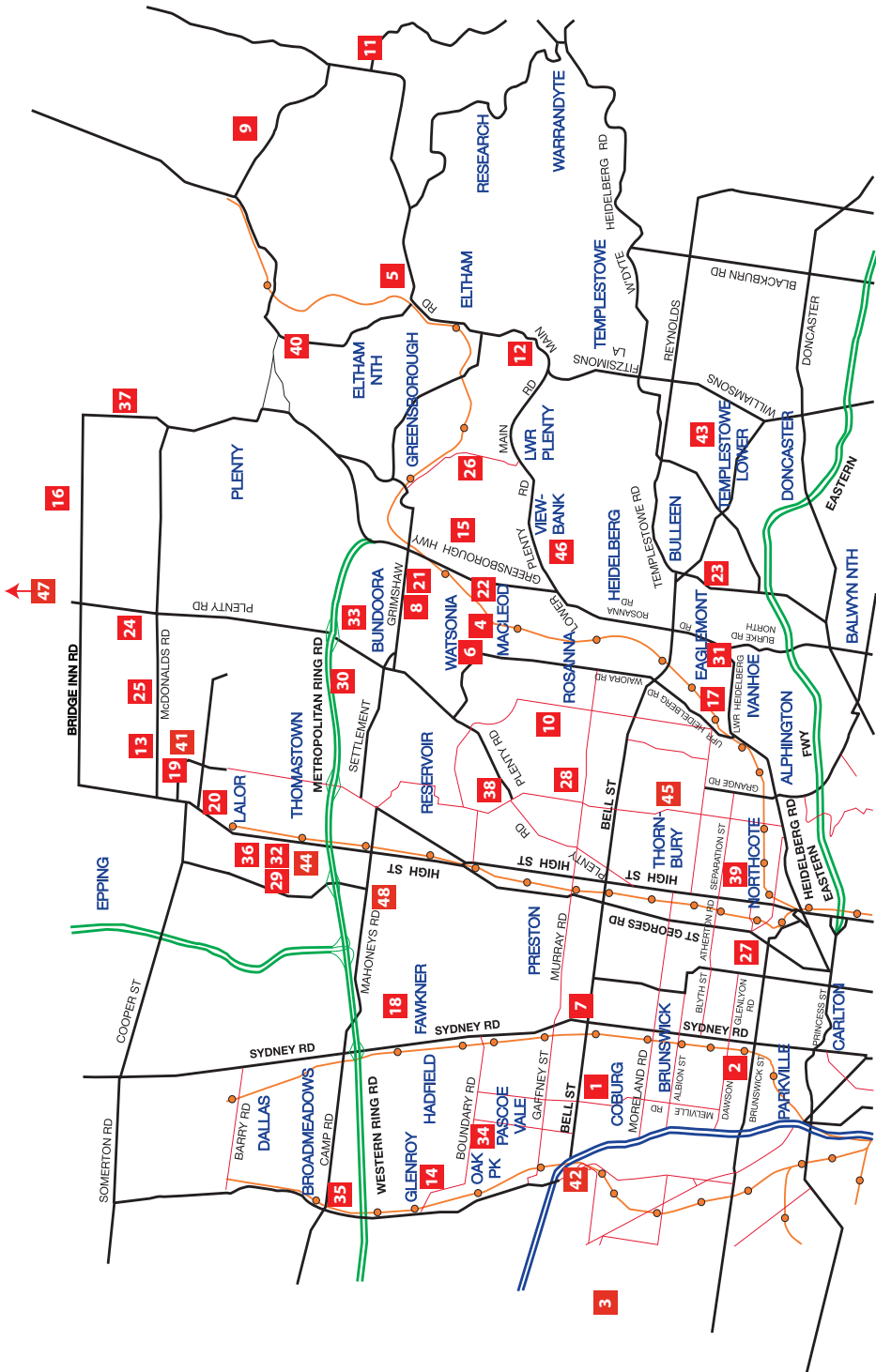
# NMVC MEMBER SCHOOLS 2019

The Northern Melbourne VET Cluster (NMVC) is a consortium of secondary schools that have joined forces to improve the provision of VET programs in the Northern Region of Melbourne. The NMVC has forty-eight (48) member schools from the State, Catholic and Independent education sectors.

The Northern Melbourne VET Cluster is a self funded model supported by the schools based on an annual membership fee. The NMVC has developed with support from local secondary schools and the Local Learning Employment Networks (LLENs) in the region, Banyule Nillumbik LLEN, Hume Whittlesea LLEN and Inner Northern LLEN. The NMVC also has support from the Northern Metropolitan Region, Department of Education and Training and the Catholic Education Office, Melbourne.

## MEMBER SCHOOLS

1. Antonine College
2. Brunswick Secondary College
3. Buckley Park College
4. Bundoora Secondary College
5. Catholic Ladies College
6. Charles La Trobe College
7. Coburg High School
8. Concord School
9. Diamond Valley College
10. East Preston Islamic College
11. Eltham College
12. Eltham High School
13. Epping Secondary College
14. Glenroy College
15. Greensborough College
16. Hazel Glen College
17. Ivanhoe Girls Grammar
18. John Fawcner College
19. Lalor North College
20. Lalor Secondary College
21. Loyola College
22. Macleod College
23. Marcellin College
24. Marymede Catholic College
25. Mill Park Secondary College
26. Montmorency Secondary College
27. Northcote High School
28. Northern College of the Arts & Technology (NCAT)
29. Northern School for Autism
30. Northside Christian College
31. Our Lady of Mercy
32. Outer Northern Trade Training Centre
33. Parade College
34. Pascoe Vale Girls College
35. Penola Catholic College
36. Peter Lalor Vocational College
37. Plenty Valley Christian College
38. Reservoir District Secondary College
39. Santa Maria College
40. St Helena Secondary College
41. St Monica's College
42. Strathmore Secondary College
43. Templestowe College
44. Thomastown Secondary College
45. Thornbury High School
46. Viewbank College
47. Whittlesea Secondary College
48. William Ruthven Secondary College



**FURTHER INFORMATION REGARDING  
VET PROGRAMS CAN BE FOUND AT**

**[vcaa.vic.edu.au](http://vcaa.vic.edu.au)**

**FURTHER INFORMATION ABOUT  
THE NORTHERN MELBOURNE VET  
CLUSTER, MEMBER SCHOOLS AND  
AN ELECTRONIC VERSION OF THIS  
HANDBOOK CAN BE FOUND AT**

**[nmvc.vic.edu.au](http://nmvc.vic.edu.au)**

**THE 2020 NMVC VET HANDBOOK HAS BEEN  
COMPILED FROM INFORMATION OBTAINED FROM  
CLUSTER MEMBER SCHOOLS, AND IS SUBJECT  
TO CHANGE WITHOUT NOTICE. NMVC HAS  
USED ITS BEST ENDEAVOURS TO ENSURE THAT  
THE INFORMATION IS CORRECT AND CURRENT  
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RESPONSIBILITY FOR ANY ERROR, OMISSION OR  
DEFECT THEREIN.**

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