

2014 VET HANDBOOK



**NORTHERN
MELBOURNE
VET
CLUSTER**



Contents

CHC30212 Certificate III in Aged Care	7
HLT32412 Certificate III in Allied Health Assistance	9
LMT21707 Certificate II in Applied Fashion and Design Technology	11
22015VIC Certificate II in Automotive Studies (Pre- Vocational)	13
21844VIC Certificate II in Building & Construction (Bricklaying)	15
21844VIC Certificate II in Building & Construction (Carpentry)	16
21844VIC Certificate II IN Building & Construction (Wall & Floor Tiling)	17
BSB20107 Certificate II in Business	19
CHC30712 Certificate III in Children's Services	21
CHC20112 Certificate II in Community Services Work	23
CUF20107 Certificate II in Creative Industries (Media)	25
CUA20111 Certificate II in Dance	27
HLT31812 Certificate III in Dental Assisting	29
UEE22011 Certificate II in Electrotechnology (Career Start)	31
22209VIC Certificate II in Engineering Studies	33
21908VIC Certificate II in Equine Industry	35
SIS30310 Certificate III in Fitness SBAT	82
LMF20309 Certificate II in Furniture Making	37
SIH20111 Certificate II in Hairdressing	39
SIH30111 Certificate III in Hairdressing	41
AHC20410 Certificate II in Horticulture	43
SIT20207 Certificate II in Hospitality	45
SIT20307 Certificate II in Hospitality	46
ICA20105 Certificate II in Information Technology	49
22071VIC Certificate II in Integrated Technologies	51
21533VIC Certificate II in Joinery, Shop Fitting, Stair Building	53
CUE20103 Certificate II in Live Production, Theatre and Events	55
CUF40107 Certificate IV IN Screen and Media	57
CUF30107 Certificate III in Media	59
CUS20109 Certificate II in Music	61
CUS30109 Certificate III in Music	62
CUS30209 Certificate III in Technical Production	63
LMF31408 Certificate III in Musical Instrument Making and Repair	65
CU40411 Certificate IV in Photo Imaging	67
22138VIC Certificate II in Plumbing (pre-apprenticeship)	69
SIR30207 Certificate III in Retail SBAT	83
SIB20110 Certificate II in Retail Make Up and Skin Care	71
SIS20310 Certificate II in Sport and Recreation	73
SIS30510 Certificate III in Sport and Recreation	75
ICT20310 Certificate II in Telecommunications Cabling	77
CUV20111 Certificate II in Visual Arts	79

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 (SWL)

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.

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.

- With the exception of English, there is no limit to the number of VET units which can be counted towards the VCE
- Scored VCE VET program can contribute to the Primary Four or as a 5th or 6th subject. Unscored VET programs may contribute 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

CONTRIBUTION TO VCAL

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

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, 2013. 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 an NMVC VET Program in 2013:

Step 1:

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:

Attend the compulsory Information Enrolment Evening in Term 4. You will be advised by letter about the location, date and time of this event. Please ensure that your contact details are clear and correct on your Enrolment Form.

Step 3:

There may be a materials cost associated with each program. Applicants should contact their 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 enrolment form.

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. Students who fail to meet deadlines will be given a warning and a second submission date will be negotiated. STUDENTS WHO FAIL TO COMPLETE SET TASKS, BY THE END OF THE TERM 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.

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.

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 host and 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 9.00 am
- Provide a detailed parental note immediately on return to school. A copy should be given to the VET Co-ordinator by 9.00 am 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 2013).

Programs are subject to change. Revision to some Training Packages may see a changed VCE VET program structure for some courses from 2014. All updates to the programs will be included in the future edition of the VCAA Bulletin. Final arrangements will be confirmed in February 2014.

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.

AGED CARE



PATHWAYS FOR AGED CARE

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.

The Certificate III in Aged Care provides an entry to a broad range of Certificate, Diploma and Advanced Diploma programs.

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

- Nursing
- Community Services
- Aged Care
- Home and Community Care
- Disability
- Alcohol and Other Drugs Work
- Mental Health
- Leisure and Health
- Social Housing
- Pastoral Care

CHC30212 Certificate III in Aged Care

COURSE AIMS

This program provides an entry to a broad range of essential skills and knowledge for participants to work within the aged care field. This program provides skills that are highly desirable in Nursing.

This is a two year program.

Host School	Day & Time
Bundoora Secondary College (Mercy Health Training)	Wednesday 1.30pm – 4.30pm (Units 1 - 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 Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.

THIS COURSE MAY INCLUDE

- Support individual health and wellbeing
- Support older people to maintain their independence
- Work effectively in the community sector
- Participate in the implementation of individualised plans
- Comply with information requirements of the aged care and community care sectors
- Implement interventions with older people at risk of falls
- Work effectively with culturally diverse clients and co-workers
- Apply first aid

ALLIED HEALTH ASSISTANCE



PATHWAYS FOR HEALTH ASSISTANCE

Certificate IV in Allied Health Assistance
Certificate IV in Health Supervision
Certificate IV in Operating Theatre Technician
Certificate IV in Allied Health Assistance
Certificate IV in Nursing

With additional training and experience possible future career opportunities

- Assistant in nursing
- Orderly
- Nursing assistant
- Operating theatre technician
- Nursing support worker
- Theatre support
- Patient service attendant
- Ward assistant
- Patient support assistant
- Wardsperson
- Patient care assistant
- Ward support
- Ancillary or support workers
- Enrolled nurses
- Allied health assistants (therapy assistants)
- Health technicians
- Working in aged care facilities
- Working with aged care people in own home

HLT32412 Certificate III in Allied Health Assistance

COURSE AIMS

This program covers the skills and knowledge required to provide assistance to allied health professionals.

Host School	Day & Time
Bundoora Secondary College (Mercy Health Training)	Wednesday 1.30pm – 4.30pm (First year & 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 may contribute via Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.

THIS COURSE MAY INCLUDE

- Participate in OHS processes
- Contribute to effective workplace relationships
- Assist with an allied health program
- Comply with infection control policies and procedures in health work
- Communicate and work effectively in health
- Organise workplace information
- Recognise healthy body systems in a health care context
- Assist with client movement
- Provide specific information to clients
- Apply the principles of confidentiality, privacy and security within a medical environment.

APPLIED FASHION & DESIGN TECHNOLOGY



PATHWAYS FOR APPLIED FASHION AND DESIGN

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

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

- Fashion Designer
- Clothing and Soft Furnishing Production worker
- Clothing pattern maker
- Footwear worker
- Clothing trades person
- Garment cutter
- Retail Buyer
- Textile Designer
- Interior Decorator
- Theatrical Costume Maker and Designer
- Milliner
- Fashion Co-ordinator
- Machinist or sub-contractor
- Product tester/inspector

LMT21707 Certificate II in Applied Fashion & Design 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.

Host School	Day & Time
Mill Park Secondary College Senior Campus	Wednesday 1.30pm - 4.30pm (Units 1&2)
Northcote High School	Wednesday 4.30pm - 7.30pm (Units 1&2)

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 and 2 and a Units 3& 4 sequence.

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



AUTOMOTIVE



PATHWAYS FOR AUTOMOTIVE:

The Certificate II in Automotive Studies is designed to meet the needs of students wishing to pursue a career in the Automotive Industry through an apprenticeship or higher education.

On completion students will receive credit into the following qualifications within AUR05 Automotive Industry Retail, Service and Repair Training Package:

- AUR30105 Certificate III in Automotive Administration
- AUR30305 Certificate III in Automotive Electrical Technology
- AUR30308 Certificate III in Automotive Electrical Technology
- AUR30605 Certificate III in Automotive Specialist
- AUR31005 Certificate III in Automotive Sales
- AUR31105 Certificate III in Automotive Warehousing/Distribution Operations
- AUR30805 Certificate III in Automotive Vehicle Body

With additional training and experience possible future career opportunities

- Mechanic
- Auto Electrician
- Panel Beater
- Spray Painter
- Spare Parts Manager
- Automotive Engineer

22015VIC Certificate II in Automotive Studies (Pre Vocational)

COURSE AIMS

The aim of the program in Automotive is to provide a number of pathways to students. It is best viewed as a whole course covering years 11 & 12. Students can choose between the automotive mechanics stream, or auto-electric stream. The course is 'hands on' with a focus on practical work and has great benefits for those who wish to enter apprenticeships.

Host Schools	Day & Time
Northern College of the Arts & Technology	Wednesday 8.30am - 12.30pm or 1.30pm - 5.30pm (Units 1 & 2) Thursday 1.30pm - 5.30pm (Year 2 Units 3 & 4)
Outer Northern Trade Training Centre (Kangan TAFE)	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)
St. Helena Secondary College	Wednesday 1.00pm - 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 four units of credit towards their VCE: Two units at Units 1 & 2 and two at Units 3 & 4.

ATAR: Contribution is 10 % increment.

THIS COURSE MAY INCLUDE

- Carry out industry research
- Job seeking skills
- Apply safe working practices
- Use and maintain measuring equipment
- Operate electrical test equipment
- Dismantle and reassemble a four stroke multi-cylinder engine
- Remove and replace engine assembly
- Remove and replace wheel and tyre assemblies
- Dismantle and assemble carburettor
- Dismantle and assemble fuel pump



BUILDING & CONSTRUCTION



PATHWAYS FOR BUILDING AND CONSTRUCTION

Possible future career opportunities within the Construction Industry

Brick/Blocklaying
Carpentry
Building Site Administration
Foremanship
Building Administration
Estimation
Building Inspection
Building Services
Contract Administration
Drafting (Architectural)

With additional training and experience possible future career opportunities

- Building
- Building Engineering
- Building Surveying and Quantity Surveying
- Architecture
- Interior Design
- Civil / Electrical / Electronics
- Mechanical Engineering
- Drafting (Architectural)

21844VIC Certificate II in Building & Construction (Bricklaying) (Partial Completion)

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 and Carpentry modules.

Host School	Day & Time
Parade College (Box Hill TAFE)	Tuesday 12.00pm - 5.00pm (Units 1 - 4)
	Wednesday 7.30am - 12.30pm (Units 1 & 2)
	Wednesday 1.00pm - 5.00pm (Units 1 - 4)
	Thursday 12.00pm - 5.00pm (Units 1 - 4)
Outer Northern Trade Training Centre (AIET)	Wednesday 12.30pm - 4.30pm (Units 1 & 2)

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.

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



21844VIC Certificate II in Building & Construction (Carpentry) (Partial Completion)

COURSE AIMS

This program is designed for people entering the Building and Construction Industry who wish to become carpenters. This program will give students the opportunity to gain experience in a range of building related modules.

Host Schools	Day & Time
Northern College of the Arts & Technology	Wednesday 8.30am - 12.30pm or 1.30pm - 5.30pm (Units 1 & 2) Thursday 1.30pm - 5.30 pm (Units 3 & 4)
Outer Northern Trade Training Centre (AIET)	Wednesday 8.00am – 12.00pm and 12.30pm - 4.30pm (Units 1 & 2) Friday 8.00am – 12.00pm & 12.30 - 4.30pm (Units 3 & 4)
Parade College (Box Hill TAFE)	Monday 7.30am – 3.15pm (Units 3 & 4) Tuesday 1.30pm – 5.00pm (Units 1 & 2) Wednesday 7.30am - 1.00pm (Units 1 & 2) Wednesday 1.30pm - 5.00pm (Units 1 - 4) Thursday 7.30am – 11.00am (Units 1 - 4) Friday 7.30am – 3.15pm (Units 1 & 2)
St. Helena Secondary College	Wednesday 1.00pm – 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 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

A minimum of 10 days is strongly recommended.

THIS COURSE MAY INCLUDE

- Workplace safety and industry induction
- Workplace procedures for environmental sustainability
- Building Structures
- Safe handling and use of plant and power tools
- Carpentry hand tools
- Introduction to demolition



21844VIC Certificate II in Building & Construction (Wall & Floor Tiling) (Partial Completion)

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.

Host School	Day & Time
Parade College (Box Hill TAFE)	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 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

A minimum of 10 days is strongly recommended.

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 FOR BUSINESS

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

OTHER TRAINING

Business Administration Services
Business Information Services
Business Management Services
Human Resources Management
Business Development

EMPLOYMENT OPPORTUNITIES IN BUSINESS SERVICES

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
- Health information management
- Health Administration

BSB20107 Certificate II in Business with selected units from Certificate 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	Day & Time
Santa Maria College (NMIT)	Wednesday 1.30pm – 4.30pm (Units 1 & 2) Thursday 1.30pm - 4.30pm (Units 3 & 4)
Mill Park Secondary College (Kangan TAFE)	Wednesday 1.30pm – 4.30pm (Units 1 & 2)
Peter Lalor Vocational College (MEGT)	Wednesday 9.00am - 2.00pm (Units 1 & 2) Friday 9.00am - 3.00pm (Units 3 & 4)
Lalor Secondary College (Victoria University TAFE Division)	Wednesday 1.30pm - 4.30pm (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 Certificate II in Business will be eligible for up to 4 VCE units at Units 1&2. Students who complete additional units from Certificate III in Business will be eligible for up to 5 units towards their VCE. Three units at Units1&2 and two units at Units 3&4.

ATAR: Scored assessment is available for this program.

STRUCTURED WORKPLACE LEARNING

A minimum of 10 days is strongly recommended.

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

CHILDREN'S SERVICES



PATHWAYS FOR CHILDREN'S SERVICES

Diploma of Children's Services
Advanced Diploma of Children's Services

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

- Child care assistant
- Outside school hours care assistant
- Playgroup supervisor
- Recreation assistant
- Family day care worker
- Nanny
- Child care worker
- Mobile assistant

CHC30712 Certificate III in Children's Services

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.

Host School	Day & Time
Bundoora Secondary College (Box Hill TAFE)	Wednesday 1.30pm - 4.30pm (First year) Wednesday 1.30pm - 4.30pm (Second year)
Peter Lalor Vocational College (MEGT)	Wednesday 9.00am - 3.00pm (First year) Wednesday 9.00am - 3.00pm (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 may contribute via Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.

THIS COURSE MAY INCLUDE

- Support the development of children
- Interact effectively with children
- Provide experiences to support children's play and learning
- Identify and respond to children and young people at risk
- Ensure the health and safety of children
- Support behaviour of children and young people
- Provide care for babies
- Use electronic learning materials
- Work effectively with families to care for the child
- Support Aboriginal and/or Torres Strait Islander families to participate in children's services



COMMUNITY SERVICES



PATHWAYS FOR COMMUNITY SERVICES

(Youth Work or Children's Services)

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.

The Certificate II in Community Services Work provides an entry to a broad range of Certificate, Diploma and Advanced Diploma programs.

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

- Community Services
- Aged Care
- Home and Community Care
- Disability
- Alcohol and Other Drugs Work
- Mental Health
- Leisure and Health
- Social Housing
- Pastoral Care

CHC20112 Certificate II in Community Services Work with a focus on YOUTH WORK (Bundoora S.C.) or CHILDREN'S SERVICE (St. Helena S.C.)

COURSE AIMS

The St Helena Secondary College course is designed to allow students to explore the community services industry with a focus on Children's Services.

The Bundoora Secondary College course is designed to allow students to explore the community service industry with a focus on Youth Work. Students can use this program to pathway into further study in youth, drug and alcohol work or social work.

Host Schools	Day & Times
St Helena Secondary College (Box Hill TAFE)	Wednesday 1.00pm – 5.00pm (Units 1 - 4)
Bundoora Secondary College (Box Hill TAFE)	Wednesday 1.30pm - 4.30pm (Units 1 - 4)

CONTRIBUTION TO

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

For students undertaking the VCE VET program:

VCE: On completion students will be eligible for four units of credit 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

Structured Workplace Learning of 20 days over two (2) years is highly recommended.

THIS COURSE MAY INCLUDE

- Prepare for work in the community services industry
- Communicate with people accessing the service of the organisation
- Follow the organisations policies, procedures and programs
- Work with others
- Follow OH&S procedures
- Operate under a case work framework
- Orientation to work in the leisure and health industries
- Work effectively with young people
- Advocate for clients
- Apply a community development framework



CREATIVE INDUSTRIES



PATHWAYS FOR MULTIMEDIA

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 III in Media
Certificate IV in Interactive Digital Media
Bachelor of Multimedia
Bachelor of Design
Advanced Diploma Interactive Media

With additional training and experience possible future career opportunities

- Graphic Designer
- Media Producer
- Publisher
- Editor
- Photographer
- Screen Printer
- Multimedia Developer
- Games Developer
- Webpage Designer

CUF20107 Certificate II in Creative Industries (Media)

COURSE AIMS

The aim of this program is to develop students' computer skills using a range of hardware and software. Students will develop the underpinning knowledge and technical skills needed to produce multimedia presentations such as films, multimedia productions. This program is offered for one year and is a pre-requisite for Certificate III in Media at both Northern College of the Arts & Technology and Peter Lalor Vocational College. See page 59.

Host School	Day & Time
Northern College of the Arts & Technology	Wednesday 9.00am – 1.00pm or 1.30pm - 5.30pm (Units 1 & 2)
Peter Lalor Vocational College (AIET)	Wednesday 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: On completion students will be eligible for up to three units of credit towards their VCE at Units 1 & 2.

THIS COURSE MAY INCLUDE

- Develop and apply industry creative arts knowledge
- Apply critical thinking processes
- Work effectively with others
- Participate in OHS processes
- Use multimedia
- Perform basic vision and sound editing
- Follow a design process
- Evaluate the nature of design
- Use multimedia



DANCE



PATHWAYS FOR DANCE

The Certificate II in Dance may offer a pathway to further training at Certificate III and Certificate IV level or other degree or diploma courses.

Certificate III in Dance

Apply to dance full time in a private dance school

With additional training and experience possible future career opportunities

- Professional Dancer
- Performer
- Dance Teacher
- Choreographer
- Dance Management

CUA20111 Certificate II in Dance

COURSE AIMS

The Certificate II in Dance aims to provide young people with the technical and performance skills, knowledge and attitude to begin the process of establishing a career in the entertainment industry.

Host Schools	Day & Time
Northern College of the Arts & Technology	Wednesday 9.00am - 3.30pm (Units 1 & 2) Wednesday 11.00pm - 4.50pm (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 units at Units 3 & 4.

ATAR: Scored assessment is available for this program

STRUCTURED WORKPLACE LEARNING

A minimum of 5 days is highly recommended.

THIS COURSE MAY INCLUDE

- Apply basic first aid
- Develop a basic level of physical condition for dance performance
- Develop basic dance techniques
- Work with others
- Follow health, safety and security procedures
- Source and apply entertainment industry knowledge
- Prepare self for a dance performance
- Refine basic dance techniques
- Apply basic dance techniques for performances
- Practical dance lessons in a variety of dance styles
- School concerts, public festivals and dance competitions
- Portfolio preparation including professional photo-shoot and resume writing



DENTAL ASSISTING



PATHWAYS FOR DENTAL ASSISTANT

(also known as Dental Nurse.)

Certificate III in Dental Laboratory Assisting
Certificate IV in Dental Assisting
Diploma of Dental Technology
Advanced Diploma of Dental Prosthetics
Bachelor of Health Sciences in Dentistry/ Master of Dentistry
Bachelor of Biomedicine- Doctor of Dental Surgery

Dental Assistants can undergo further training to allow them to take dental radiographs, perform some technical procedures and work in oral health promotion. Additional education at Tertiary level could also lead to professional employment in the Dental area.

- Dental Hygienist
- Dental Technician
- Oral Health Therapist
- Dental Prosthetist
- Dentist
- Endodontist
- Paediatric Dentist
- Periodontist
- Public Health Dentist
- Prosthodontist
- Oral/Maxillofacial Surgeon

HLT31812 Certificate III in Dental Assisting

COURSE AIMS

This qualification is part of the Health Training Package and it provides the knowledge and skills needed to assist a dentist, dental hygienist or dental therapist during all health care procedures, to help maintain high standards of infection control and to assist with practice administration. Structured Workplace Learning is mandatory for this VET Course. This is a two year program.

Host Schools	Day & Time
Bundoora Secondary College (Box Hill TAFE)	Wednesday 1.30pm – 4.30pm First year and second year.

CONTRIBUTION TO

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

VCE: Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the Units of Competence are recognised.

THIS COURSE MAY INCLUDE

- Prepare for and assist with oral health care products
- Assist with dental radiography
- Assist with administration in dental practice
- Apply first aid
- Comply with infection control policies and procedures in health work
- Process reusable instruments and equipment in health work
- Communicate and work effectively in health
- Participate in O.H&S processes.

ELECTROTECHNOLOGY



PATHWAYS FOR ELECTROTECHNOLOGY (ELECTRICAL)

Graduates will have enhanced employment prospects which may lead to employment into Electrotechnology, Electrical or further study.

Certificate III in Electrical Machine Repair
Certificate III in Electrotechnology Electrician
Certificate III in Electrotechnology Systems Electrician
Certificate III in Engineering - Electrical/Electronic Trade
Certificate III in Engineering Studies
Certificate IV in Electrical
Certificate IV in Electrical - Systems Electrician/Instrumentation
Certificate IV in Electrotechnology Renewable Energy
Certificate IV in Electrotechnology Systems Electrician

With additional training and experience possible future career opportunities

- Electrotechnology Assembler
- Electrotechnology Communications Technician
- Electrotechnology Instrumentation Technician
- Electrotechnology Systems Electrician
- Electrotechnology Systems Technician

UEE22011 Certificate II in Electrotechnology (Career Start)

COURSE AIMS

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

Host School	Day & Times
Northern College of the Arts & Technology	Wednesday 8.30am - 12.30pm OR 1.30pm - 5.30pm (first year)
	Thursday 1.30pm - 5.30pm (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 may contribute via Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.

THIS COURSE MAY INCLUDE:

- Apply OHS practices in the workplace
- Solve problems in extra-low voltage single path circuits
- Assemble electronic apparatus
- Solve problems in multiple path DC circuits
- Use routine equipment/plant/technologies in electrotechnology environment
- Carry routine work activities in an electrotechnology environment
- Lay wiring and terminate accessories for extra low voltage circuits
- Use basic computer applications relevant to a workplace
- Assemble and connect remote area power supplies
- Identify and select materials for electrotechnology work activities

ENGINEERING



PATHWAYS FOR ENGINEERING

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

Certificate II in Engineering
Apprenticeships - Mechanical, Fabrication, Automotive or Electrical
Certificate III in Engineering - Certificate IV in Engineering - Diploma
Advanced Diploma - One year credit into Bachelor of Engineering

The majority of job vacancies are for people who have completed a qualification of some sort, be it apprenticeship, traineeship, TAFE or university. Furthermore, relevant qualifications are regarded by the industry as the key to further career progression to most senior positions.

With additional training and experience possible future career opportunities

- Electrical Engineering
- Electrician
- Fitter and Turner
- Manufacturing Engineer
- Boiler Maker
- Metallurgical Engineer
- Toolmaker
- Mechanical Engineering
- Automotive Engineering

22209VIC Certificate II in Engineering Studies

COURSE AIMS

This program provides entry level training in the Engineering/Manufacturing Industries. The occupations include all of the people who conceive, design, manufacture, assemble, install, repair, package and sell those products.

Host Schools	Day & Time
Northern College of the Arts & Technology	Wednesday 8.30pm – 12.30pm or 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.

For students undertaking the VCE VET program:

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
- Use power tools/hand held operation
- Perform basic machining processes
- Apply basic fabrication techniques
- Perform basic computational principles in engineering work activities
- Apply electrotechnology principles in an engineering work environment
- Use basic engineering concepts to plan the manufacture of engineering components
- Handle engineering materials
- Produce basic engineering components and products using fabrication and machining
- Produce basic engineering sketches and drawings



EQUINE INDUSTRY



PATHWAYS FOR EQUINE

Equine Studies is a specialised animal science that in combination with aspects of business management is essential for the successful operation of an equine enterprise. Unlike other animal production systems, the Equine Industry requires horses that are not only produced and grown efficiently, but attain some level of athletic performance, remain sound and interact in a cooperative manner with humans. As a result, modern equine management demands a depth of scientific knowledge and skills with an intensive and individual focus and this requires specialised study.

Certificate II in Racing - Stablehand
Certificate III in Agriculture - Horse Breeding
Certificate III in Racing - Advanced Stablehand
Certificate III in Racing - Harness Driver
Certificate III in Racing - Trackrider
Certificate IV in Horse Management
Diploma of Equine Stud Management
Degree in Equine Studies

The Equine industry has grown in recent years and has a range of career or further training opportunities.

With additional training and experience possible future career opportunities

- Animal Attendant
- Horse Manager
- Horse Trainer
- Jockey
- Track Rider
- Horse Breeder
- Farrier
- Jackaroo/Jillaroo

21908VIC Certificate II in Equine Industry

COURSE AIMS

This course aims to provide access to direct employment opportunities in the equine or equine related industries, principally as stable or stud hand or as an assistant. It also aims to provide articulation options for further study in this industry.

This course is run every second Saturday at the Eltham College or NMIT Northern Lodge. All theory lessons are supplemented by practical sessions in horse riding and care. Excursions are held to NMIT's Equine centre.

Host School	Day & Time
Eltham College	Every 2nd Saturday during term time 9.00am – 1.00pm at Eltham College or 9.00am - 3.00pm at NMIT Northern Lodge (Units 1 - 4)

This is a two year program.

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: Three units at Units 1 & 2 and two at Units 3 & 4.

ATAR: Scored assessment is available for this program.

STRUCTURED WORKPLACE LEARNING

Structured Workplace Learning of 40 hours minimum recommended for the program.

THIS COURSE MAY INCLUDE

- Work effectively in the Equine Industry
- Identify and develop a career path in the Equine Industry
- Communicate within the Equine Industry
- Provide basic emergency life support
- Provide daily care for horses
- Handle horses safely
- Carry out regular horse observation
- Respond to equine injury and disease
- Determine nutritional requirements for horses
- Relate equine form and function
- Equine anatomy and physiology

FURNITURE MAKING

PATHWAYS FOR FURNITURE MAKING

Apprenticeships - Certificate III in Furnishing
Certificate IV in Furniture Production
Diploma of Furnishings in Furniture Technology
Diploma Arts in Furniture Design
Bachelor of Design

With additional training and experience possible future career opportunities

- Cabinet Maker
- Furniture Designer and Maker
- Wood Machinist
- Soft Furnishing Maker
- Upholsterer
- Textile Technician / Mechanic
- Musical Instrument Maker
- Leather Worker
- Craft Design
- Furniture Restorer
- French Polisher

LMF20309 Certificate II in Furniture Making with selected units from Certificate III

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	Day & Time
Northern College of the Arts & Technology	Wednesday 8.30am – 12.30pm (Units 1 & 2)
Outer Northern Trade Training Centre (AIET)	Thursday 8.00am - 12.00pm (Units 1 & 2)
Parade College (Box Hill TAFE)	Tuesday 1.30pm - 5.00pm (Units 1 - 4) Wednesday 7.30am - 1.00pm (Units 1- 4)
St. Helena Secondary College	Wednesday 1.00pm - 5.00pm (Units 1 & 2 and 3 & 4)

CONTRIBUTION TO

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

For students undertaking the VCE VET program:

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

The full program contains a mandatory industry placement of 114 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
- Construct furniture using leg and rail method
- Prepare cutting list from plans and job specification

HAIRDRESSING



PATHWAYS FOR THE HAIR INDUSTRY

Certificate IV in Hairdressing
Advanced Diploma Hairdressing

With additional training and experience possible future career opportunities

- Hairdresser
- Retail Sales
- Salon Manager

SIH20111 Certificate II in Hairdressing

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 program of 288 hours which leads to the completion of Certificate II in Hairdressing (Pre-apprenticeship).

Host Schools	Day & Time
Macleod College (Chisholm Institute of TAFE)	Wednesday or Thursday 9.30am – 4.30pm (Units 1 & 2) This is a one year program.
Peter Lalor Vocational College (AIET)	Wednesday 9.00am – 1.30pm (Units 1 & 2) OR Friday 9.00am – 1.30pm. This is a one year program.
Lynall Hall - The Island (IMVC)	Wednesday 9.00am - 12.30pm (Units 1 & 2) This is a one year program.

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. The level of credit is determined by the AQF level at which the units of competence are recognised.

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
- Apply single, two and three strand braiding techniques
- Assist colleagues providing multiple salon services as a team member (work placement)



HAIRDRESSING



PATHWAYS FOR THE HAIR INDUSTRY

Certificate IV in Hairdressing
Advanced Diploma Hairdressing

With additional training and experience possible future career opportunities

- Hairdresser
- Retail Sales
- Salon Manager

SIH30111 Certificate III in Hairdressing

COURSE AIMS

To provide a continuing pathway for students who have completed Certificate II in Hairdressing. This program is offered for one year.

Host Schools	Day & Time
Macleod College (Chisholm Institute)	Friday 9.30 - 4.30pm (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 may contribute via Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.

THIS COURSE MAY INCLUDE

- Design and apply long hair design finishes
- Colour and lighten hair
- Combine haircut structures for traditional and classic designs on men
- Consult with clients and treat hair scalp conditions
- Design and perform full and partial highlighting techniques
- Perform chemical curling and volumising services

HORTICULTURE



PATHWAYS FOR HORTICULTURE

Certificate III in Horticulture
Certificate IV in Horticulture
Diploma in Horticulture
Advanced Diploma in Horticulture

With additional training and experience possible future career opportunities

- Horticulture Tradesperson
- Forest worker
- Arboriculture Worker
- Floriculturist
- Gardener
- Green Keeper
- Landscape gardener
- Nursery Worker
- Agricultural Technical Officer
- Turf Management
- Parks and Gardens

AHC20410 Certificate II in Horticulture

COURSE AIMS

This program provides students with the knowledge and skills that will enhance their employment prospects in the horticulture industry. It covers a broad range of tasks in gardening, nursery work and landscaping; as well as the foundation skills and knowledge required by the horticultural industry. Skills gained from this qualification are from units of competency including developing and maintaining plants and landscapes, propagation, tending nursery plants and planting, pruning, treating weeds, pests and diseases.

Host School	Day & Time
Peter Lalor Vocational College (Kangan TAFE)	Wednesday 9.00am - 1.30 pm

CONTRIBUTION TO

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

VCE: On completion students will be eligible for up to five units: three Units at Units 1&2 and a Units 3&4 sequence.

THIS COURSE MAY INCLUDE

- Participate in O.H.&S. Processes
- Participate in environmentally sustainable work practices
- Recognise plants
- Undertake propagation activities
- Plant trees and shrubs
- Maintain properties and structures
- Assist with the operation of pressurised irrigation
- Operate basic machinery and equipment
- Treat plant pests, diseases and disorders
- Determine basic properties of soil and/or growing media
- Participate in workplace communications



HOSPITALITY



PATHWAYS FOR HOSPITALITY

Certificate III in Hospitality
Certificate IV in Hospitality
Diploma of Hospitality (Management)
Advanced Diploma of Hospitality (Management)
Bachelor of Applied Science (Hospitality Management)

With additional training and experience possible future career opportunities

- Chef/Cook
- Tourism Manager
- Food Production
- Catering Manager
- Promotions Director
- Event Manager
- Kitchen Hand
- Waiter/Barperson
- Hotel/Resort Manager
- Steward/Host
- Housekeeping

SIT20207 Certificate II in Hospitality

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	Day & Time
Santa Maria College (William Angliss Institute)	Wednesday 1.30pm – 5.30pm (Units 1 & 2) Thursday 1.30pm - 5.30pm (Units 3 & 4) This course requires 5 days of SWL at William Angliss Institute during the first week of the school holidays in July. This is only for first year students.
Eltham College	Monday or Tuesday 4.30pm - 9.30pm (Units 1 & 2)
	Wednesday or Thursday 4.30pm - 9.30pm (Units 3 & 4) (with selected units from Certificate III in Hospitality)

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 at Units 1 & 2 and two units at Units 3 & 4.

ATAR: Scored assessment is available for this program.

STRUCTURED WORKPLACE LEARNING

A minimum of 10 days each year is highly recommended.

THIS COURSE MAY INCLUDE

- Work with colleagues and customers
- Work in a socially diverse environment
- Follow workplace hygiene procedures
- Serve food and beverages to customers
- Organise and prepare food
- Provide food and beverage service
- Prepare and serve non-alcoholic beverages
- Develop and update food and beverage knowledge
- Provide responsible service of alcohol
- Prepare and serve espresso coffee



SIT20307 Certificate II in Hospitality (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 School	Day & Time
Parade College - Kitchen Operations (Student Training Hospitality Services)	Tuesday 1.30pm - 5.00pm (Units 1 & 2) Wednesday 3.15pm - 7.15pm (Units 3 & 4)
Peter Lalor Vocational College - Kitchen Operations (AIET)	Wednesday 9.00am - 12.00pm (Units 1 & 2)
Eltham College - Kitchen Operations	Wednesday or Thursday 4.30pm - 9.30pm (Units 3 & 4)
Northside Christian College Combined Course of SIT20207 and SIT20307 (St.Johns Regional College)	Wednesday 1.15pm - 5.15pm (Units 1 & 2)
Thornbury High School Combined Course of SIT20207 and SIT20307 (IMVC)	Wednesday 1.30pm - 5.00pm Units 1&2 plus one week block training during school holidays

CONTRIBUTION TO

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

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

ATAR: Scored Assessment is available for this program.

STRUCTURED WORKPLACE LEARNING

A minimum of 10 days each year is highly recommended.

COURSES MAY INCLUDE

- Organise and prepare food
- Receive and store kitchen supplies
- Use basic methods of cookery
- Prepare, cook and serve food for food service
- Prepare vegetables, fruit, egg and farinaceous dishes
- Prepare hot and cold desserts
- Follow health, safety and security procedures
- Follow hygiene procedures
- Develop and update hospitality industry knowledge
- Prepare appetisers and salads
- Prepare stocks and sauces
- Present food
- Clean and maintain kitchen premises
- Work with colleagues and customers
- Work in a socially diverse environment

INFORMATION TECHNOLOGY

PATHWAYS FOR INFORMATION TECHNOLOGY

Certificate III in Information Technology- Games Development
Certificate IV in Information Technology –General
Certificate IV in Information Technology-Multimedia
Certificate IV in Information Technology-Networking
Certificate IV in Information Technology-Programming
Certificate IV in Information Technology-Support
Certificate IV in Information Technology-Websites
Diploma of Information Technology- Systems Administrator
Advanced Diploma of Information Technology
Advanced Diploma of Information Technology-E-Security
Advanced Diploma of Professional Game Development

Employment Opportunities in Information Technology

- Information Technology Support Technician
- Games Developer
- Multimedia Developer
- Web Designer/Developer
- Programmer
- Systems Designer
- Information Technology Administrator
- Data base/Network/Systems administrator

ICA20105 Certificate II & ICA30105 Certificate III in Information Technology (Partial completion)

COURSE AIMS

The course aims to offer students a variety of different areas in Information Technology they can pursue. Options may include data bases, spread sheets, word processing skills, basic communication skills, fixing and maintaining computers in a business environment, basic networking and computer design management, web design and basic game design and application design.

Host Schools	Day & Times
St. Helena Secondary College	Wednesdays 1.00pm - 5.00pm (Units 1 - 4)

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.

THIS COURSE MAY INCLUDE

- Follow workplace safety procedures
- Design organisational documents using computing packages
- Operate computer hardware
- Operate computing packages
- Integrate commercial computing packages
- Use computer operating system
- Work effectively in an IT environment
- Communicate in the workplace



INTEGRATED TECHNOLOGIES



PATHWAYS FOR INTEGRATED TECHNOLOGIES

The course will provide learners with the skills required by industries which broadly encompass; electro technology, telecommunications, information technology and security systems.

The Certificate II is a pathway for graduates and can lead into entry to higher level programs and then to TAFE and Higher Education and /or directly to employment. Options include:

Certificate III in Telecommunications
Certificate III in Computer Systems Equipment
Certificate III in Data and Voice Communications
Certificate III in Gaming Electronics
Certificate III in Refrigeration and Air Conditioning
Certificate III in Renewable Energy

Some career and jobs opportunities include:

Integrated Technologies

- Wireless LAN and IP Network Installer
- IP Convergence Installations for Home and SME
- Convergent Technology Installations for Home & SME – Terrestrial and Satellite antennas, theatre systems etc

Information and Communications Technology

- ICT Technical support and operations support
- ICT network technician
- Web technologies, software applications and digital media technologies

Telecommunications

- Cabler
- Digital Reception Technology installer
- Broadband & Fibre technician - Fibre To The Premises (FTTP) Installation and Test & Commission

Security

- Installation of Home security systems
- Installation of Commercial based detection systems
- CCTV installations and Access Control systems

22071VIC Certificate II in Integrated Technologies

COURSE AIMS

The aim of the course is to provide learners with the skills required by industries which broadly encompass: electrotechnology, telecommunication, information technology and security systems. The NCAT course is unique in that it provides both theoretical and practical training that is linked directly to the work of network professionals and computer technicians.

Host Schools	Day & Times
Northern College of the Arts & Technology	Wednesday (Units 1 & 2) 1.30pm - 5.30pm Thursday 1.30pm - 5.30pm (Units 3 & 4)
Epping Secondary College (NECA Skills Centre)	Wednesday 8.30am - 4.00pm (Units 1 & 2) Only offered for 1st year.
Parade College (370 Degrees)	Wednesday (VCAL students only) 8.45am - 3.00pm (Units 1 - 4). 2 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 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 30 hours.

THIS COURSE MAY INCLUDE

- Carry out routine work activities in an electrotechnology environment
- Identify & select components, accessories, materials for electrotechnology work activities
- Apply technologies and concepts to electrotechnology work activities
- Carry out shared technology project

The Northern College of the Arts & Technology course includes:

- Computer networking theory and practical tasks (Cisco Networking Academy)
- Computer Hardware and Operating Systems
- Wireless Networking
- Telecommunications cabling and Optical Fibre systems (Including NBN)



JOINERY, SHOPFITTING & STAIRBUILDING

PATHWAYS FOR JOINERY, SHOPFITTING AND STAIRBUILDING

To become a joiner, you usually have to complete an apprenticeship in Joinery. Training is usually on and off the job. The off the job training is provided through Registered Training Organisations, including TAFE.

Related jobs include:

- Carpenter
- Joiner

Post Trade studies may include:

- Electrical Engineering
- Certificate III in Carpentry
- Certificate III in Cabinet Making
- Certificate III in Carpentry and Joinery
- Certificate IV in Building and Construction- Building
- Diploma of Building and Construction- Building
- Diploma of Building and Design - Management

With additional training and experience future career opportunities

- Cabinet maker
- Carpenter
- Wood Machinist
- Furniture Polisher
- Picture Framer
- Upholsterer
- Home Improvement Installer
- Technical Teacher

21533VIC Certificate II in Joinery, Shop Fitting, Stair Building (Partial completion)

COURSE AIMS

This pre-vocational course offers the opportunity to develop skills required for entry into joinery, shopfitting and stair building. It is suitable for those about to commence an apprenticeship in this area or those who are keen to obtain one.

Host Schools	Day & Time
Outer Northern Trade Training Centre (AET)	Wednesday 12.30pm - 4.30pm (Units 1 & 2)
Parade College (Box Hill TAFE)	Wednesday 1.30pm - 5.00pm (Units 1 – 4)

CONTRIBUTION TO

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

VCE: Partial or full completion of this program may contribute via Block Credit recognition of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.

THIS COURSE MAY INCLUDE

- Building and construction industry induction
- Workplace documents and plans
- Workplace Safety and Environmental procedures
- Levelling
- Basic First Aid
- Calculations for the Building Industry
- Communications for the Building Industry



LIVE PRODUCTION, THEATRE & EVENTS



PATHWAYS FOR LIVE PRODUCTION, THEATRE AND EVENTS

Certificate III in Live Production, Theatre and Events
Certificate IV in Live Production, Theatre and Events

An excellent grounding for entry into the entertainment industry.

With additional training and experience possible future career opportunities

- Stage manager
- Actor
- Drama teacher
- Drama Therapist
- Television production assistant
- Radio presenter

CUE20103 Certificate II in Live Production, Theatre & Events

COURSE AIMS

The aims of this program are to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects within a creative entertainment environment.

This enables participants to gain a recognised credential and to make a more informed choice of vocation or career paths.

Host School	Day & Time
Northern College of the Arts & Technology	Wednesday 9.30am - 1.00pm (Units 1 & 2) This program is offered for one 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. The level of credit is determined by the AQF level at which the units of competence are recognised.

THIS COURSE MAY INCLUDE

- Follow health, safety and security procedures
- Develop an event concept
- Set up and operate basic video camera
- Apply a general knowledge of audio to work activities
- Apply a general knowledge of lighting to work activities
- Develop and update event industry knowledge
- Source information on history and theory and apply to own area of work
- Handle physical elements safely during bump in and bump out
- Use hand tools
- Work with others



MEDIA / SCREEN



PATHWAYS FOR THE SCREEN INDUSTRY

Future pathways

Advanced Diploma of Screen

With additional training and experience possible future career opportunities

- Corporate video
- Production houses
- Advertising agencies
- Government organisations
- Private industry
- TV broadcasting

CUF40107 Certificate IV in Screen and Media (Partial completion of Certificate IV if only one part of the course is completed)

COURSE AIMS

The aim of the program is to provide students with the skills to achieve competencies which will enhance their employment prospects within the Film and Television industry. The program is delivered in two Parts. Students can select to do either Part 1 or 2 in isolation or they are welcome to do both in any order that suits them. Please Note: Year 12 students can not complete Part 1 in their final year of schooling; they are advised to complete this in Year 11. This program is offered for one year.

Part 1 - 3 Week Block in late Term 4

Part 2 - Wednesday 1.30pm - 4.30pm Term 2. Wednesday 1.30pm - 8.00pm Term 3

Host School	Day & Time
Eltham College	Wednesday 1.30pm – 4.30pm (Term 2) Wednesday 1.30pm - 8.00pm (Term 3) 3 week block in late term 4 (Unit 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 Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.

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
- Work effectively in the screen and media industries
- Participate in OHS processes
- Perform basic vision and sound editing
- Manage projects
- Direct rehearsals of performers
- Implement lighting designs
- Organise production locations
- Shoot television content in a multi-camera environment
- Coordinate film and media production services and resources
- Compile production schedules
- Edit screen content for fast turn around
- Write simple stories

MULTIMEDIA (Interactive Digital Media)



PATHWAYS FOR MULTIMEDIA

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 Multimedia
Bachelor of Multimedia
Bachelor of Design
Advanced Diploma Interactive Media

With additional training and experience possible future career opportunities

- Graphic Designer
- Media Producer
- Publisher
- Editor
- Photographer
- Screen Printer
- Multimedia Developer
- Games Developer
- Webpage Designer

CUF30107 Certificate III in Media

COURSE AIMS

This course aims to:

- Expose students to commercial practices in a range of multimedia with focus on digital design, website design, sound and animation
- Prepare them for further education at TAFE or University
- Give students the opportunity to produce a folio of work

Host School	Day & Time
Northern College of the Arts & Technology	Wednesday 1.30pm - 5.30pm (Units 3 & 4) This is a 1 year program
Epping Secondary College (Kangan TAFE)	Wednesday 9.00am - 1.00pm (Units 1-4) This is a 2 year program
Parade College	Tuesday 1.30pm - 5.30pm (Units 1-4) This is a 2 year program
Peter Lalor Vocational College (AIET)	Wednesday 9.00am - 3.00pm (Units 3&4) This is a one year program

CONTRIBUTION TO

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

For students undertaking the VCE VET program:

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

Structured Workplace Learning of a minimum of 10 days is highly recommended.

THIS COURSE MAY INCLUDE

- Work effectively in the screen and media industries
- Produce and prepare photo images
- Create 2D Digital Animations
- Write content for a range of media

MUSIC INDUSTRY

PATHWAYS FOR THE MUSIC INDUSTRY

The Certificate II is used as a springboard for the Certificate III in Music. It helps to prepare the students musically and technically for the more complex needs of the Certificate III.

Certificate III in Music Industry (Technical Production)
Certificate IV in Music Industry (Technical Production)
Diploma of Music Industry (Technical Production)
Advanced Diploma of Music Industry (Technical Production)
Certificate IV in Music
Diploma of Music
Advanced Diploma of Music

With additional training and experience possible future career opportunities

- Musician
- Music Technician
- Singer
- Songwriter
- Stage Producer
- Sound and Lighting Technician
- Director
- Stage Manager
- Digital Audio Technician
- Sound Engineer
- Broadcaster
- Music Editor
- Jingle Writer
- Music Teacher
- Disc Jockey

CUS20109 Certificate II in Music

COURSE AIMS

This program provides broad based knowledge and skills required for entry into the Music Industry. This certificate is required as a prerequisite for both Certificate III in Music and Certificate III in Technical Production.

Host School	Day & Time
Northern College of the Arts & Technology	Wednesday 9.00am - 3.15pm (Units 1 & 2)
Epping Secondary College (AusMusic)	Wednesday 9.00am - 1.00pm (Units 1 & 2)
Lalor North College (Collarts)	Wednesday 11.30am - 3.30pm (Units 1 & 2)

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 four units of credit towards their

VCE: Four units at Units 1 & 2.

THIS COURSE MAY INCLUDE

- Manage own work and learning
- Undertake simple lighting/sound/audio
- Develop/update Music Industry knowledge
- Develop music knowledge/listening skills
- Develop technical skills for playing or singing music
- Acoustics
- Audio equipment
- Instrument care and maintenance
- Set up and operations
- Sequencing and sampling
- Multi-track recording
- Radio and print media
- Music marketing and retailing
- Hearing protection
- Health and safety skills
- Performing
- Song writing
- Singing

CUS30109 Certificate III in Music

COURSE AIMS

Students undertake a wide range of activities related to music performance including song writing, improvisation, developing repertoire, musicianship, accompaniment and group work, as well as music business studies. Please note: To complete Certificate III you must have already completed Certificate II or do both concurrently.

Host School	Day & Time
Northern College of the Arts & Technology	Wednesday 9.00am – 3.15pm (Units 3 & 4) This is a one year program.
Lalor North College (AusMusic)	Wednesday 11.30am - 3.30pm (Units 3 & 4) This is a one year program.
Catholic Ladies College (Vocational Pathways)	Wednesday 1.00pm - 5.00pm (Units 1 & 2) This is a two year program

CONTRIBUTION TO

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

For students undertaking the VCE VET program:

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

VCE: Three units at Units 1 & 2 and two at Units 3 & 4.

ATAR: Scored assessment is available for this program.

THIS COURSE MAY INCLUDE

- Address copyright requirements
- Develop and update music industry knowledge
- Follow health, safety and security procedures in the music industry
- Compose a simple song or tune
- Prepare self for performance
- Develop and practise improvisation
- Maintain self or group in music
- Maintain and expand music knowledge and critical listening skills
- Copyright, contracts and negotiation
- Artist management skills, music business skills
- Performance craft, developing repertoire
- Improvisation, learning parts from recordings



CUS30209 Certificate III in Technical Production

COURSE AIMS

Students undertake a wide range of activities in music technology and music business studies. Students work as a whole class and in small groups to complete practical projects, written work and computer tasks. Please note: To complete Certificate III you must have already completed Certificate II or do both concurrently.

Host School	Day & Time
Northern College of the Arts & Technology	Wednesday 1.30pm - 7.00pm (Units 3 & 4) This is a one year program.
Parade College (Australian Centre for Advanced Studies)	Tuesday 1.30pm - 5.00pm (Units 1 & 2) Wednesday 2.15pm - 6.15pm (Units 3 & 4) This is a two year program.

CONTRIBUTION TO

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

For students undertaking the VCE VET program:

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

VCE: Three units at Units 1 & 2 and two at Units 3 & 4.

ATAR: Scored assessment is available for this program.

THIS COURSE MAY INCLUDE

- Address copyright requirements
- Compose a simple song or tune
- Develop/update music industry knowledge
- Contribute to backup accompaniment for a performance
- Prepare self for performance
- Develop and practice improvisation
- Maintain self or group in music
- Mixing consoles, microphones and speakers
- Digital audio, signal processing, recording software, creating music website
- Band PA systems, outdoor and stadium PA systems
- Producing demos and CDs
- Artist management skills, finances and bookkeeping, unions and associations



MUSICAL INSTRUMENT MAKING AND REPAIR



PATHWAYS FOR MUSIC INSTRUMENT MAKING AND REPAIR

Certificate IV in Musical Instrument Making and Repair

With additional training and experience possible future career opportunities:

- 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

LMF31408 Certificate III in Musical Instrument Making and Repair

COURSE AIMS

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

Host School	Day & Time
Northern College of the Arts & Technology	Wednesday 9.00am – 3.15pm (Units 1 - 4) This is a 2 year program.

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. The level of credit is determined by the AQF level at which the units of competence are recognised.

THIS COURSE MAY INCLUDE

- Follow safe working policies and practices
- Communicate in the workplace
- Carry out measurements and calculations
- Work effectively with others
- Assemble instrument components
- Estimate and cost job
- Use drawing techniques to represent the object or idea
- Produce drawings
- Soft soldering
- Apply stains, fillers and bleach
- Apply surface coatings by hand
- Enhance finishes
- Move and store materials and products
- Repair electric guitars

PHOTO IMAGING



PATHWAYS FOR PHOTO IMAGING.

Certificate IV in Photo Imaging

Diploma or Degree Courses in Arts, Visual Arts or Fine Arts such as:

- Diploma in Photoimaging
- Diploma of Commercial Arts- Graphic Design
- Diploma of Creative Industries
- Diploma of Graphic Design
- Diploma of Visual Art
- Advanced Diploma of Advertising and Graphic Design
- Graduate Certificate in Graphic Design Practice

With additional training and experience, possible future career opportunities

- Photographic processor
- Press photographer
- Fashion photographer
- Scientific photographer
- Commercial photographer
- Industrial photographer
- Medical photographer
- Portrait photographer
- Wedding photographer
- Advertising photographer
- Architectural surveying photographer
- Graphic Designer

CU40411 Certificate IV in Photo Imaging

COURSE AIMS

This qualification prepares people for work as a photographer or prolab assistant and for learning at higher levels in qualifications such as the Diploma of Photo Imaging. This course is designed to reflect the roles of individuals working as a photographer's assistant who apply a range of skills including lighting, image capture, enhancements and manipulation and output. Pathways to careers in areas such as screen, media and design are also relevant. This is a two year program.

Host School	Day & Time
Peter Lalor Vocational College (AIET)	Friday 9.00am - 3.00pm (Units 1 – 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 Block Credit recognition to completion of the VCE. The level is determined by the AQF level at which the Units of Competence are recognised.

THIS COURSE MAY INCLUDE

- Interpret and respond to a design brief
- Participate in OH&S processes
- Integrate colour theory and design processes
- Develop and apply photo imaging industry knowledge
- Process photo images to work-print and file stage
- Capture images in response to a brief
- Research and apply information on the traditions that inform photo imaging practice
- Apply photo imaging lighting techniques
- Enhance, manipulate and output photo images
- Use and respect copyright
- Implement copyright arrangements

PLUMBING



PATHWAYS FOR PLUMBING

To become a Plumber, you usually have to complete an apprenticeship in Plumbing. Employers generally require students who have completed Year 10. Training is usually both on and off the job. Off the job training is provided through Registered Training Organisations, including TAFE. In Victoria, plumbers must hold a license issued by the Plumbing Industries Commission.

Post- Trade studies may be required to fulfil registration requirements for more specialised areas of work , such as gasfitting, draining, hydraulics and fire protection. Post Trade studies may include:

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

With further training and experience, plumbers may become :

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

22138VIC Certificate II in Plumbing (Pre-apprenticeship)

COURSE AIMS

The aim of the program is to provide students with pre-vocational training in the Plumbing industry.

Host School	Day & Time
Northern College of the Arts & Technology	Wednesday 8.30pm - 12.30pm or 1.30pm - 5.30pm (First year) Thursday 1.30pm - 5.30pm (Second year)
Parade College (Box Hill TAFE)	Wednesday 7.30am – 3.15pm (First & second year) OR Friday 7.30am – 3.15pm (First & 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 may contribute via Block Credit recognition to completion of the VCE. The level is determined by the AQF level at which the Units of Competence are recognised.

THIS COURSE MAY INCLUDE

- Plumbing fixtures, fittings and appliances
- Introduction to welding and cutting in the plumbing industry
- Tubes and pipes in plumbing
- Calculations for building industry
- Sheet metal practices
- Plumbing industry induction
- Hand and power tools in the plumbing industry

RETAIL MAKE UP AND SKIN CARE



PATHWAYS FOR RETAIL MAKE UP & SKIN CARE:

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

With additional training and experience possible future career opportunities

- Beauty Therapist
- Make Up Artist
- Aroma Therapist
- Retail Sales
- Salon Manager

SIB20110 Certificate II in Retail Make Up and Skin Care

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 makeup, 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 Schools	Day & Time
Lynall Hall, The Island Coburg (IMVC)	Wednesday 1.00pm - 5.00pm (Units 1 & 2)
Peter Lalor Vocational College (AIET)	Wednesday 1.00pm - 4.00pm (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 recognition of this program may contribute via Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.

THIS COURSE MAY INCLUDE

- Communicate in the workplace
- Work effectively in a retail environment
- Conduct financial transactions
- Merchandise products
- 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
- Organise and maintain work Areas
- Create a display
- Perform head, neck and shoulder massage
- Design and apply make up for photography
- Minimise theft
- Provide service to clients

SPORT AND RECREATION



PATHWAYS FOR SPORT AND RECREATION

Certificate III and IV in Community Recreation or Outdoor Recreation
Certificate III and IV in Sport (Officiating, Coaching, Trainer)
Diploma of Community Recreation or Outdoor Recreation
University - Recreation Management, Human Movement, Sports Administration,
Fitness Leadership, Outdoor Recreation, Physical Education - Teaching

With additional training and experience possible future career opportunities

- Coach
- Outdoor Education Instructor
- Sports person
- Aerobics/Fitness Instructor
- Exercise Physiology
- Personal Trainer
- Ranger
- Recreation Officer
- Fitness Instructor
- Community Sports Manager
- Leisure/Recreation Officer
- Sports Massage
- Sports Psychologist

SIS20310 Certificate II in Sport and Recreation

COURSE AIMS

The aim of the program is to provide specific skills and knowledge required for an assistant level employee at an aquatic centre or fitness centre or gymnasium/dry area recreation centre. This program is only offered for one year.

Host School	Day & Time
Epping Secondary College (Kangan TAFE)	Wednesday 9.00am - 1.00pm (Units 1 & 2)
Thornbury High School (AIET)	Wednesday 1.30pm - 4.30pm (Units 1 & 2)

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 3 units at Unit 1&2 level.

STRUCTURED WORKPLACE LEARNING

A minimum of 10 days is strongly recommended.

THIS COURSE MAY INCLUDE

- Work effectively in a sport and recreation environment
- Apply First Aid
- Provide customer service
- Develop knowledge of sport/recreation industry
- Follow defined O.H.&S. policies/procedures
- Organise and complete daily work activities
- Respond to emergency situations
- Provide equipment for activities
- Maintain sport and recreation facilities

SPORT AND RECREATION



PATHWAYS FOR SPORT AND RECREATION

Certificate III and IV in Community Recreation or Outdoor Recreation
Certificate III and IV in Sport (Officiating, Coaching, Trainer)
Diploma of Community Recreation or Outdoor Recreation
University - Recreation Management, Human Movement, Sports Administration,
Fitness Leadership, Outdoor Recreation, Physical Education - Teaching

With additional training and experience possible future career opportunities

- Coach
- Outdoor Education Instructor
- Sportsperson
- Aerobics/Fitness Instructor
- Exercise Physiology
- Personal Trainer
- Ranger
- Recreation Officer
- Fitness Instructor
- Community Sports Manager
- Leisure/Recreation Officer
- Sports Massage
- Sports Psychologist

SIS30510 Certificate III in Sport and Recreation

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 program is offered for two years.

Host School	Day & Time
Northern College of the Arts & Technology	Wednesday 9.00am - 12.30pm (Units 1 & 2) Wednesday 1.30pm - 5.30pm (Units 3 & 4)
Parade College (ALET)	Thursday 1.30pm - 5.00pm (Unit 1 & 2)

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 2 units at Unit 1&2 level and one 3&4 sequence.

ATAR: Scored assessment is available for this program.

STRUCTURED WORKPLACE LEARNING

A minimum of 10 days is strongly recommended.

THIS COURSE MAY INCLUDE

- Facilitate groups
- Apply first aid
- Provide customer service
- Conduct basic warm up and cool down programs
- Follow OHS policies
- Instruct and monitor fitness programs
- Provide equipment for activities
- Perform basic water rescues
- Assist in preparing and conducting sport and recreation sessions.



TELECOMMUNICATIONS INDUSTRY



PATHWAYS FOR TELECOMMUNICATIONS

Related employment opportunities may include:

- Cable Jointer
- Telecommunications Technician

Completion of the VET program leads to the award of a qualification which directly leads in to higher level qualifications in the Telecommunications industry such as:

- Certificate III in Telecommunications
- Certificate III in Telecommunications Cabling and Customer Premises Equipment
- Certificate III in Telecommunications Digital Reception Technology
- Certificate IV in Telecommunications-Technician
- Certificate IV in Telecommunications Engineering
- Certificate IV in Telecommunication Network Planning

With additional training and experience future career opportunities

- Broadband Fibre Splicer
- Broadband Network Installer
- Data and Telecommunications Cabler
- Cable Jointer
- Telecommunications Technician
- Telecommunications Linesworker
- Telecommunications Engineer

ICT20310 Certificate II in Telecommunications Cabling

COURSE AIMS

This course aims to teach students the skills and competencies required for installation of telecommunications and data cabling and cabling products, specifically to roll out the optical fibre cables for the National Broadband Network.

Host School	Day & Time
Peter Lalor Vocational College (RMIT)	Wednesday 9.00am - 1.00pm (Units 1 - 4)

CONTRIBUTION TO

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

VCE: Partial or full completion of this program may contribute via Block Credit Recognition to complete the VCE. The level is determined by the AQF level at which the Units of competence are recognised.

THIS COURSE MAY INCLUDE

- Follow OH&S and environmental policy and procedures
- Use hand and power tools
- Work effectively in a telecommunications technology team
- Install cable support systems
- Place and secure cable
- Terminate metallic conductor cable
- Install functional and protective telecommunications earthing system
- Alter services to existing cable system
- Organise and monitor cabling to ensure compliance with regulatory and Industry standards

VISUAL ARTS



PATHWAYS FOR VISUAL ARTS

Certificate III in Visual Arts
Certificate IV in Visual Arts
Diploma in Visual Arts

With additional training and experience possible future career opportunities:

- Visual Artist
- Fine Artist
- Illustrator
- Sculptor
- Jeweller
- Ceramicist
- Printmaker
- Concept Artist
- Set Painter
- Portrait Painter
- Art Critic/Writer
- Art Teacher
- Art Therapist
- Tattoo Artist
- Graphic Designer
- Exhibitions Curator
- Community Arts Project Officer
- Photographer

CUV20111 Certificate II in Visual Arts

COURSE AIMS

The aim of the program is to provide participants with knowledge and skill development to enhance their employment prospects within the visual arts and crafts industry. This is a one year program.

Host School	Day & Time
Northern College of the Arts & Technology	Wednesday 9.00am - 12.45pm (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. The level of credit is determined by the AQF level at which the units of competence are recognised.

THIS COURSE MAY INCLUDE

- Participate in OHS processes
- Follow health, safety and security procedures
- Develop and articulate concept for own work
- Use drawing techniques to represent the object or idea
- Source information on history and theory and apply own area of work
- Produce digital images
- Apply techniques to produce drawings
- Apply techniques to produce jewellery
- Apply techniques to produce paintings
- Apply techniques to produce prints
- Produce textile/fibre work



SCHOOL BASED APPRENTICESHIPS & TRAINEESHIPS

Several programs in this handbook 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

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 VCAL
- sign a Training Contract together with the employer, RTO and your parents
- be paid while you train
- attend TAFE or other Registered Training Organisation (RTO) 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

REWARDS FOR STUDENTS

- Great career prospects
- Training that is recognised all over Australia
- Getting paid for training
- Gaining credits towards your VCE, VCAL and/or full time apprenticeships
- Potentially finishing secondary school with either your VCE or VCAL and/or Statement of Attainment or a qualification
- Improved employment prospects

COSTS

There may be some costs associated with the training in a SBAT. School Based Apprentices and Trainees however receive a training wage and are often supplied with materials to complete their program.

CONTRIBUTION TO VCAL

The program contributes to the Industry Specific Skills Strand and or the Work Related Skills Strand.

CONTRIBUTION TO VCE

Where a student achieves a Unit 3&4 sequence they may be eligible to an ATAR increment of 10%.

WHAT IS THE DIFFERENCE BETWEEN A SBAT AND A VET PROGRAM?

A SBAT combines a VET certificate program with paid employment. In this way students can benefit from part time work while still completing a full time course of study at school. VET programs, while offering structured workplace learning, do not offer paid employment as part of their course.

HOW DO YOU LOCATE A SUITABLE EMPLOYER?

A key feature of a SBAT program is finding suitable employment. There are various ways a student can locate an employer for their SBAT program. For example:

1. Approach family, friends or current employer to assist in sourcing a suitable placement.
2. Talk to your school's VET Coordinator who may be able to suggest some companies to approach.

Further information is available: www.vcaa.vic.edu.au/vce/publications/wheretonow/index.html

SIS30310 Certificate III in Fitness

COURSE AIMS

This school based apprenticeship covers all you need to know about the body; how to train it, fuel it and improve it. It focuses on workplace health and safety and great communication skills. The practical components cover typical gym activities, instructional techniques for a wide range of exercises and program design for strength, cardiovascular and circuit training. This program is a two year program. Students will spend one day a week in the workplace as well as the Wednesday class at Bundoora S.C.

Host Schools	Day & Time
Bundoora Secondary College (Sage Institute of Education)	Wednesday 9.00am - 3.00pm.

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 Units1&2 and Units 3&4

STRUCTURED WORKPLACE LEARNING

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

THIS COURSE MAY INCLUDE

- Assess the needs and capabilities of individuals through weighing, measuring and conducting fitness tests to check blood pressure, heart rate and lung capacity.
- Provide training and assistance to individuals and groups by preparing a routine of exercises to music.
- Provide advice to individuals on the correct method of exercising with weight lifting equipment, exercise bikes, treadmills and other training and exercise machines.
- Devise personal exercise programs for individuals according to age and level of fitness.
- Provide instruction in a variety of fitness activities.
- Assist in the cleaning and general maintenance of the centre and make sure that equipment is maintained and correctly set up.

SIR30207 Certificate III in Retail

COURSE AIMS

The aim of the program is to provide an introduction into the retail environment. Students will benefit from on the job training as well as structured flexible learning. A bonus of this course is employment within McDonalds Australia which can then lead to many career paths. As this is paid employment, the applicant will be subjected to an interview process. This is a one year program.

Host Schools	Day & Time
Thornbury H.S. and local McDonald's Restaurant	Wednesday 4 hour class between 2.00pm - 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: On completion of this one year program, students will be eligible for Units 1&2 as credit towards their VCE.

STRUCTURED WORKPLACE LEARNING

375 hours of structured workplace learning is required for this program.

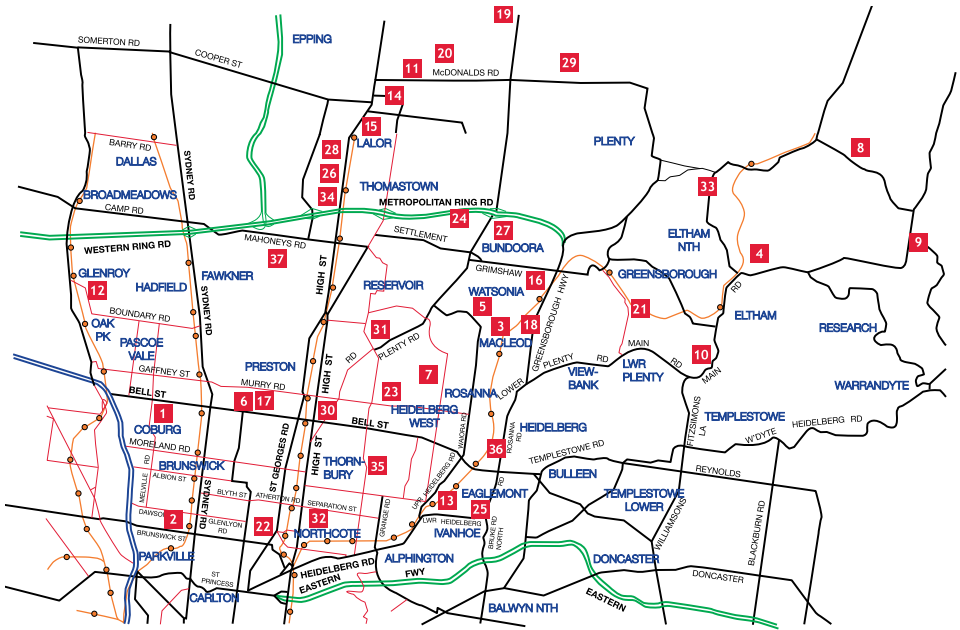
THIS COURSE MAY INCLUDE

- Organise personal work priorities and developments
- Provide training through instruction and demonstration of business skills
- Coordinate, interact with customers
- Maintain employee relations
- Develop initiatives and ideas at work
- Monitor food safety programs
- Coordinate work teams
- Contribute to workplace innovation
- Maintain store security
- Maintain store safety

NMVC Member Schools 2014

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 thirty seven (37) 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, Inner Northern LLEN, Hume Whittlesea LLEN and Banyule Nillumbik LLEN. The NMVC also has support from the Northern Metropolitan Region, Department of Education and Early Childhood Development and the Catholic Education Office, Melbourne.



MEMBER SCHOOLS

MELWAY MAP

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1. Antonine College	17C12	20. Mill Park Secondary College	182K10
2. Brunswick Secondary College	29F8	21. Montmorency Secondary College	21B4
3. Bundoora Secondary College	19K3	22. Northcote High School	30D09
4. Catholic Ladies College	21J4	23. Northern College of the Arts & Technology (NCAT)	19B12
5. Charles La Trobe College	19J8	24. Northside Christian College	9J11
6. Coburg Senior High School	17K12	25. Our Lady of Mercy	32A5
7. East Preston Islamic College	19D10	26. Outer Northern Trade Training Centre	8K04
8. Diamond Valley College	12D5	27. Parade College	10A10
9. Eltham College	22K1	28. Peter Lalor Vocational College	8JO4
10. Eltham High School	21H8	29. Plenty Valley Christian College	184H1
11. Epping Secondary College	182D10	30. Preston Girls' Secondary College	18H12
12. Glenroy College	16K2	31. Reservoir District Secondary College	19C7
13. Ivanhoe Girls Grammar	31G7	32. Santa Maria College	30F8
14. Lalor North College	9D2	33. St Helena Secondary College	11G9
15. Lalor Secondary College	9C5	34. Thomastown Secondary College	8G7
16. Loyola College	20D2	35. Thornbury High School	31B4
17. Lynam Hall, The Island, Coburg	17K12	36. Viewbank College	20B12
18. Macleod College	20B7	37. William Ruthven Secondary College	18B4
19. Marymede Catholic College	183G9		



The 2014 Handbook has been
produced based on the
2013 Handbook

Further information regarding VET Programs is
located at
www.vcaa.vic.edu.au