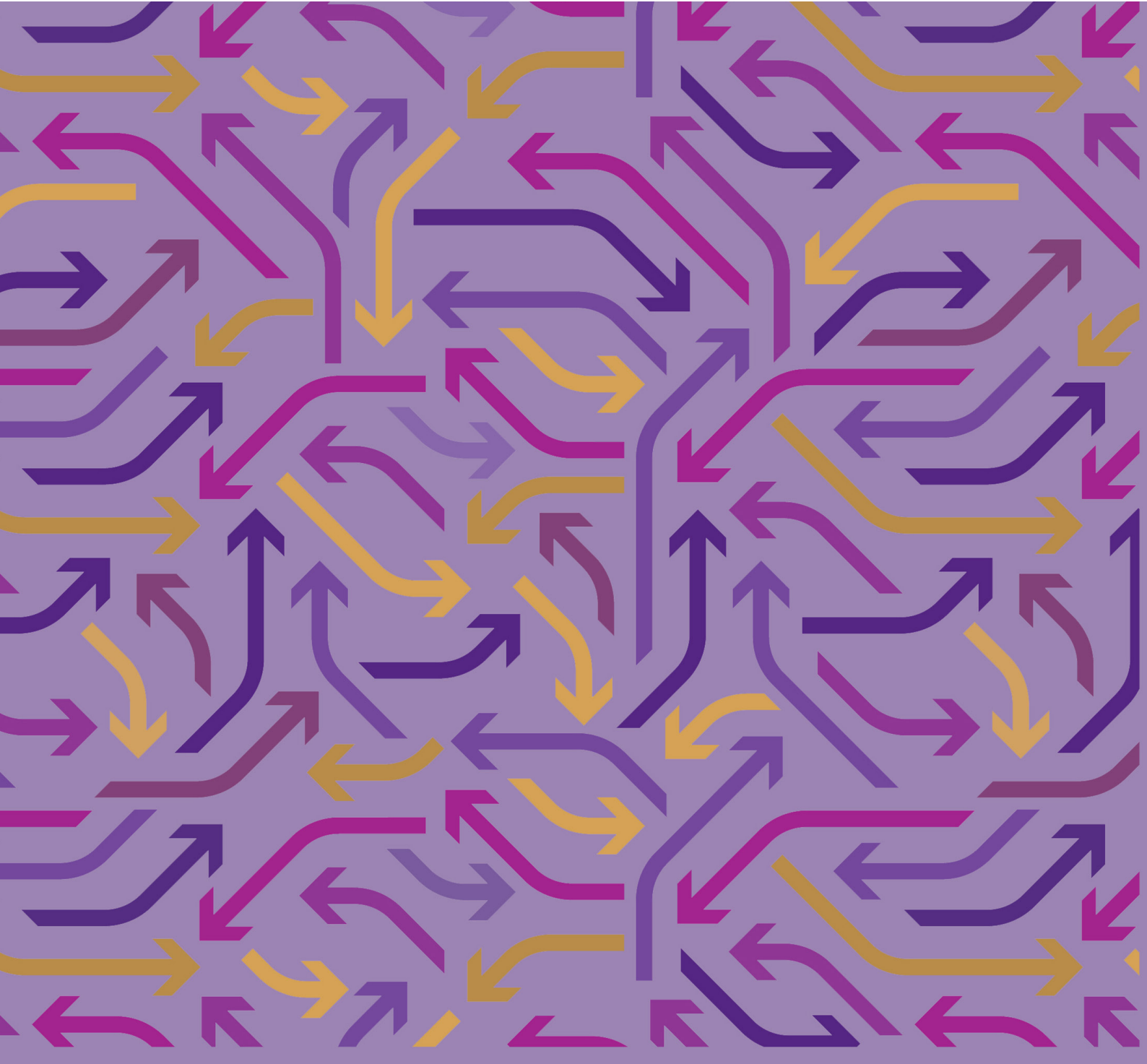


2019

VET HANDBOOK



Endless Opportunities

Youth2Industry

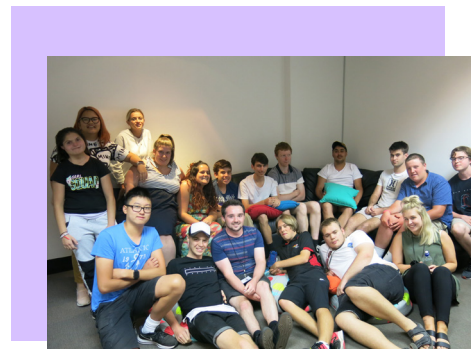
Youth2Industry is a specialist VCAL program for youth with learning difficulties and/or mild disabilities seeking to successfully secure work, training or education. The year long program provides opportunities for project based learning and development of industry skills.

INFORMATION SESSION

For more information on Youth2Industry come along to one of our FREE information sessions:

Date: Friday 10th August
Time: 1:00pm - 2:00pm
RSVP: Bookings essential by 27th July
OR
Date: Wednesday 29th August
Time: 7:00pm - 8:00pm
RSVP: Bookings essential by 15th August

Venue: IMVC, Level 1, 71 Palmerston Crescent, South Melbourne
Email: rto@imvc.com.au



Youth2Industry training is delivered with Victorian and Commonwealth Government funding. The IMVC Mentorship program is made possible by the generous support of the Helen Macpherson Smith Trust.

Making Alternatives Possible (MAP)

COURSE AIMS

The MAP Program is a re-engagement program designed for young adults who are seeking an alternative learning environment to mainstream schooling. The program aims to inspire them to explore what they want to achieve in the future, by acquiring essential skills, knowledge and competencies in preparation for further education, training or employment.

Students participate in career and industry exploration activities beyond the classroom and the program's small-group setting provides for a more supportive and individualised approach to learning.

VENUES

Inner Melbourne

IMVC, Level 1, 71 Palmerston Crescent, South Melbourne

Dates: 8th October – 14th December

Days: Monday, Tuesday and Friday

Times: 9:00am - 3:00pm

Western Melbourne

Wyndham Youth Resource Centre, 86 Derrimut Road, Hoppers Crossing

Dates: 8th October – 13th December

Days: Monday, Tuesday and Friday

Times: 9:00am - 3:00pm

PATHWAYS

At the conclusion of this program students can undertake a broad range of further study from VCAL (in both a school and out of school setting), traineeship or certificate level courses.

INFORMATION SESSION

For more information on MAP come along to one of our FREE information sessions:

Inner Melbourne

Venue: IMVC Education Centre
Level 1, 71 Palmerston Crescent,
South Melbourne

Date: Tuesday 18th September

Time: 6:00pm - 7:00pm

Western Melbourne

Venue: Activity Room,
Wyndham Youth Resource Centre
86 Derrimut Road, Hoppers Crossing

Date: Thursday 20th September

Time: 6:00pm - 7:00pm

For more information refer to page 78-79.



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What is VET?

VET refers to Vocational Education and Training (VET) programs.

FEATURES OF VET DELIVERED TO SECONDARY STUDENTS

- VET combines senior school studies and accredited vocational education and training
- It enables students to complete a nationally recognised vocational qualification (e.g. Certificate II in Hospitality) and a senior school certificate (VCE/VCAL) at the same time
- It allows a student to go directly into employment or receive credit towards further vocational training
- It develops students' employability and industry-specific skills
- It is a vocationally oriented school program designed to meet the needs of industry

HOW DOES VET WORK?

A VET program is usually made up of Units of Competency and Structured Workplace Learning.

(i) Unit of Competency

Delivered by a Registered Training Organisation (RTO), at their venue, the students' school or another school close by.

(ii) Structured Workplace Learning (SWL)

SWL involves an employer accepting a student on a one day a week basis or a week block basis, enabling the student to demonstrate acquired skills and knowledge in an industry setting. During the work placement, a student will have specific tasks to undertake in order to demonstrate competence. They will be regularly monitored and may be assessed on the job.

VET CONTRIBUTION TO THE VCE

With the exception of English, there is no limit on the VET programs that may contribute to satisfactory completion of the VCE. VET may be fully incorporated into the VCE as VCE VET or Block Credit Program.

(i) VCE VET Programs

- Are fully recognized within the Units 1 – 4 structure of the VCE
- Have equal status with other VCE studies
- May offer scored assessment and provide a study score (selected programs only)

Furthermore, all three sequences other than English can be approved VCE VET Units 3 & 4 sequences, with study scores. Scored VCE VET programs contribute directly to the ATAR in the primary four or as a 5th or 6th study increment.

(ii) Block Credit VET Programs

Students who undertake VET programs not included in the suite of approved VCE VET programs may be eligible for credit towards their VCE. VTAC may award students who receive a Units 3 & 4 sequence through Block Credit recognition a 10% increment towards their ATAR.

Please note VCE and VCE VET results will take precedence over Block Credit results. Block Credit can still be used in the calculation of the ATAR. However, it can only be used in the calculation of an ATAR if there are fewer than six VCE or VCE VET studies available. If there are six or more VCE or VCE VET studies available, a Block Credit result cannot be used.

VET INCREASES STUDENTS' LEARNING POTENTIAL

VET programs broaden VCE/VCAL options and develops students' capacity to make decisions and solve problems. It helps students to gain confidence and improve communication and interpersonal skills, through learning in an adult environment.

VET also fosters positive feedback by enabling students to demonstrate specific skills and competency and matches student interests and career directions through the provision of strong pathways.

VET GIVES NATIONAL QUALIFICATIONS AND SKILLS

Upon successful completion of the program, students are awarded a nationally accredited vocational training Certificate or Statement of Attainment. VET qualifications may articulate directly into further education and training at TAFE or with private RTOs.

VET also provides access to a range of different technologies related to industry and place of work.

VET PREPARES STUDENTS FOR THE WORKFORCE

Participating in a VET program provides students with the opportunity to trial a potential career and multiplies their post-school options and employment prospects.

VET programs help students to explore possible areas of interest, which promote further study and work choices and allows students to develop strong links with industry and local employers.

Students will also gain knowledge of employers' expectations, real working conditions, and develop their capacity for cooperation, teamwork and leadership skills development.

The Inner Melbourne VET Cluster Inc (IMVC)

The Inner Melbourne VET Cluster (IMVC) is a partnership of schools located in the inner Melbourne region. The partnership is cross-sectoral with representatives from State, Catholic and Independent schools forming a collegial association to extend the vocational training needs of students in the post compulsory years.

The IMVC was established as a partnership program in 1998 and currently works with schools across six local government areas to facilitate VET programs and provide Structured Workplace Learning (SWL) opportunities using the Cluster's distinctive Host School Model. Students accessing IMVC VET programs come from the City of Melbourne, City of Port Phillip, City of Stonnington, City of Boroondara, City of Glen Eira and City of Yarra.

The IMVC's Host School Model allows schools with limited senior secondary curriculum offerings an opportunity to provide an extensive vocational program without significant changes to internal structures or cultural philosophy.

The IMVC has worked towards building the connection between academic learning and vocational training in schools within the Inner Melbourne region. It has raised the profile of VET by providing a high quality, centralised system for managing programs. The IMVC Host School Model has been recognised as an example of best practice by state and national governments.



The Inner Melbourne VET Cluster Inc (IMVC)

2018 INNER MELBOURNE VET CLUSTER MEMBERS

Academy of Mary Immaculate
Albert Park College
Alia College
Auburn High School
Beth Rivkah Ladies College
Bialik College
Braybrook College
Brunswick Secondary College
Buckley Park College
Camberwell Girls' Grammar School
Camberwell Grammar School
Camberwell High School
Canterbury Girls' Secondary College
Carey Baptist Grammar School
Catholic Regional College - Melton
CBC - St Kilda
Collingwood Alternative School
Collingwood College
De La Salle College
Diamond Valley College
Elwood College
Fitzroy High School
Footscray City College
Genazzano FCJ College
Glen Eira College
Kew High School
King David School
Korowa Anglican Girls School
Lauriston Girls' School
Leibler Yavneh College
Loreto Mandeville Hall
Marian College

Marymede Catholic College
Melbourne Girls' College
Melbourne Girls' Grammar School
Melbourne Grammar School
Melbourne High School
Mercy College
Mount Alexander College
Northcote High School
Northern College of the Arts and Technology
Peter Lalor Vocational College
Port Phillip Specialist School
Presentation College Windsor - Melbourne
Preshil - The Margaret Lyttle Memorial School
Princes Hill Secondary College
Sacre Coeur
Sacred Heart Girls' College
Santa Maria College
Scotch College
Shelford Girls Grammar
Siena College
Simonds Catholic College
St Aloysius College
St Catherine's School
St Columba's College
St Kevin's College
St Michael's Grammar
Strathcona Baptist Girls Grammar School
Swinburne Senior Secondary College
Sydney Road Community School
The MacRobertson Girls' High School
University High School
Victorian College for the Deaf
Wesley College – Melbourne
Xavier College



The Eastern Network VET Cluster (ENVC)

The ENVC aims to provide access to a range of vocational education programs for students as part of VCE/VCAL, thereby providing them with opportunities to maximise future employment and career pathways.

The ENVC is a cross-sectoral Cluster, with representation from State, Catholic and Independent schools, TAFE and RTO providers.

The ENVC plays a key role in connecting with local training providers to create strong partnerships brokering VET offerings for member schools. The ENVC also encourages the sharing of resources and expertise in the delivery of VET. ENVC VET programs are accessible by all education providers in the Cities of Monash, Whitehorse and Manningham.

2018 EASTERN NETWORK VET CLUSTER MEMBERS

Ashwood High School
Blackburn High School
Box Hill High School
Brentwood Secondary College
Caulfield Grammar School
Cheltenham Secondary College
Doncaster Secondary College
East Doncaster Secondary College
Emmaus College
Fairhills High School
Forest Hill College
Glen Waverley Secondary College
Huntingtower School
John Monash Science School

Koonung Secondary College
Marcellin College
Mazenod College
Mentone Girls' Secondary College
Mount Scopus Memorial College
Mount Waverley Secondary College
Oakleigh Grammar
Our Lady of Sion
Ringwood Secondary College
Salesian College - Chadstone
Scoresby Secondary College
South Oakleigh Secondary College
Templestowe College
Vermont Secondary College
Warrandyte High School
Wheelers Hill Secondary College

Pathways to Success VET Cluster (PSVC)

The Cluster aims to focus on strengthening and supporting the capacity of young people with disability to build vocational and employability skill sets. The scope of this Cluster is broad in its outlook and considers career and transition programs, workplace preparation, customised VET courses delivered over a Semester or the year; employment initiatives that enhance the transition opportunities of young people with disability; work readiness mentoring programs and other career development opportunities.

2018 PATHWAYS TO SUCCESS VET CLUSTER MEMBERS

Ashwood School
Croxtan School
Eastern Ranges School
Montague School
Rossbourne School
The Pavilion School (East Preston Campus)
Warringa Park School

VET Brokerage Role

IMVC offers a VET brokerage role to member schools, which includes:

- Conducting an environment scan to identify:
 - (i) VET program needs of students/schools
 - (ii) Local industry needs
- Identifying Registered Training Organisation (RTOs) who can provide relevant training and negotiating suitable delivery arrangements in line with Cluster requirements. RTOs have been selected based on their current registration with VRQA or ASQA. It is the responsibility of RTOs to adhere to existing regulations and standards in place to govern training providers. IMVC's VET brokerage role does not represent or exonerate the RTO from their responsibilities to its Governing Bodies
- Developing collaborative school protocols/structures for delivery of VET programs, including timetable arrangements and establishing and implementing student expression of interest protocols
- Maintaining a web based/electronic information system to communicate and keep school based staff up to date with VET operations. This includes facilitating the collation of VASS codes, scored VET assessment plans, indicative grades and student results

The RTO is responsible for inputting and ensuring accuracy of student results within the designated Cluster timeframe:

- Setting up protocols in collaboration with schools to assist in monitoring student progress
- Developing and implementing post course or post school destination surveys
- Developing and implementing a promotional campaign for relevant stakeholder groups
- Conducting information workshops for students, parents, trainers and new VET Co-ordinators
- Coordinating the meeting schedules, agenda, minutes for the VET Working Party
- Assisting schools to identify suitable professional development activities
- Facilitating Memorandums of Understanding with home/host schools and the ClusterAssisting with the communication between Host /Home schools and RTOs regarding VCAA VET audit requirements
- Disseminating relevant VET literature or information to schools and RTOs

A brokerage fee contributes to the administration of the above responsibilities.



VET Application Process

This handbook outlines an extensive selection of VET programs available to students at member schools for 2018, as brokered by IMVC.

Please note that printed arrangements regarding times, venues and course outlines are subject to change and will be confirmed at the course-specific information sessions scheduled for Term 4, 2018. Applicants to programs will be notified of changes prior to course commencement, via their school's VET Coordinator or the respective Registered Training Organisation (RTO).

Please read the requirements of your selected program carefully.

FOUR STEP EXPRESSION OF INTEREST APPLICATION FOR A 2019 PROGRAM

STEP 1

Read the handbook and course requirements carefully, select your program and complete the Expression of Interest Form (located on page 81). Submit this form to your VET Coordinator or Careers Advisor by the due date as indicated by your school.

STEP 2

Register your application online by visiting www.imvc.com.au and clicking on the 'VET Student Login' under the 'Quick Links' menu on the homepage. You will then be redirected to the IMVC VET Student Portal where you can register your application.

Please note that Units 3 & 4/Year 2 students are not automatically enrolled into their second year of the program. Students will need to submit another Expression of Interest application on the IMVC VET Student Portal.

Students who do not complete Steps 1 & 2 will no be considered for a 2019 VET Program brokered by the IMVC.

STEP 3

Attend the VET Expo on 16 August 2018 and the compulsory information session in Term 4 (information session attendance is for prospective first year and/or Units 1 & 2 students **only** and parents/guardians). Dates and times for course-specific information sessions are listed at the end of this handbook and updated on the IMVC website in Term 3.

Students who do not attend may not be considered for a 2019 program.

STEP 4

There are course fees associated with each program and applicants are advised to contact their VET Coordinator for an estimate of costs. Your school's Careers/VET Coordinator and/or RTO will confirm your enrolment by Term 4, 2018.

Please note: Students will be formally enrolled into programs by the respective RTO either in late November, early December or at the commencement of 2019. Each RTO has a different enrolment process. Please refer to page 14 for further details.

To receive updates about programs, classes, information sessions, careers info, news items, events, job opportunities, pathways and support, students are encouraged to 'Like' the IMVC Facebook page at www.facebook.com/IMVCInner-MelbourneVETCluster.

VET Course Requirements

Students expressing an interest in a VET program through the Inner Melbourne, Eastern Melbourne or Pathways to Success VET Clusters, will be required to complete a commitment form covering their code of conduct.

Furthermore, additional course requirements set out by the Clusters must also be adhered to. It is important that parents and students take time to read the following course requirements before submitting an Expression of Interest.

1. ABSENCES

Students are permitted two absences a Semester or four for the year. An additional two approved absences will be allowed for school camps, excursions etc. Where possible, students need to notify their VET Coordinators, trainers and/or workplace in advance.

2. 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 may face withdrawal from the program.

3. INFORMATION SESSION

Information sessions will be held for all first year or Units 1 & 2 VET programs early in Term 4 (refer to page 78-79). Students will receive a full course outline, have an opportunity to meet with the RTO and trainers, and be given a Student Commitment Form. The form must be completed on the evening and returned to an IMVC staff member to ensure that their expression of interest is processed.

4. STUDENT COMMITMENT FORMS

This form outlines all student responsibilities in regards to work requirements, student behaviour and course expectations. Failure to complete and submit this form will jeopardise a student's Expression of Interest for a program.

5. PROGRAM COSTS

All VET programs offered through the Clusters attract costs. Through the clustering arrangement, these costs are kept to a minimum where possible. Program costs will vary according to the purchase of training hours, the materials required by students to complete the program, uniforms, trade materials, books and equipment required. It should be noted that a student's school determines costs and payment of costs. Please note once students have commenced the course, program costs cannot be refunded.

6. WORK PLACEMENT

Work Placement or Structured Workplace Learning is a key feature of VET programs. All students are encouraged to complete a minimum of one week (40 hours) work placement in a related industry. It is the responsibility of the student and the schools however, to ensure that all paperwork associated with structured work placements are completed and returned promptly.

7. REPORTS

All students undertaking a Cluster VET program will receive official written progress reports. These reports are issued by the respective RTOs for each program and supplied to the student's school. These reports will include information on completed competencies, student learning, attendance, behaviour and general comments.

Parents will receive a copy of these reports in Terms 1, 2 and 4. Statement of Attainments or Certificates will be sent directly to the students' schools at the completion of the course or posted to the student's home. It should be noted that Statement of Attainments and Certificates might not be sent until the following year, in accordance with graduation processes from the various RTOs.

VET programs with a study score or increment at Year 12 will have their results appear as part of their Victorian Curriculum and Assessment Authority (VCAA) Study Scores. ATAR contributions are calculated at the Year 12 level only by VTAC through the normal channels.

8. STUDENT BEHAVIOUR

Over 1500 students undertake VET programs facilitated by the Clusters each year. To ensure the success, continuity and availability of VET programs to all Cluster students, it is imperative that students abide by the trainer's 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.

9. 'CATCH UP' CLASSES

Where necessary, students may be required to attend 'catch up' classes after school, during the school holidays or on the weekend. The student and/or parent will be required to cover additional costs related to these classes should they be applied by the RTO.

10. ABSENCE FROM SECOND YEAR VET PROGRAMS WITH SCORED ASSESSMENT

Second year students who are absent from class on a day when an assessed task is held, should:

- Contact their VET Coordinator at school and their VET Trainer by 9am
- Provide a detailed parental note immediately upon return to school. A copy should be given to the VET Coordinator by 9am and a copy should be emailed to the VET Trainer

The VET Trainer in conjunction with the student's VET Coordinator will determine whether the absence is excused and whether rescheduling the missed task will be allowed. Students who fail to report to their VET Coordinators by 9am on their first day back at school will not have their assessment task rescheduled.

11. BLOCK CREDIT RECOGNITION

Students may be eligible for credit towards the VCE if they have completed, or are completing, training in a nationally recognised VET qualification that is not included in the suite of approved VCE VET programs. Credit towards the VCE may be available for full or partial completion of a nationally recognised qualification at the Australian Qualification Framework Level II and above. This credit is referred to as Block Credit Recognition. To be eligible for Block Credit Recognition, the student must be enrolled in the VCE.

12. WITHDRAWAL FROM A PROGRAM

Cluster 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 a program at full cost to parents.

13. RTO CODE OF CONDUCT

The purpose of the RTO Code of Conduct is:

- To provide school communities with a clear statement of the standards which RTOs are expected to adopt and deliver
- To enable training providers to understand the code of conduct expected of them

RTOs have been selected to work alongside the IMVC / ENVC / PSVC and member schools based on their current registration with VRQA or ASQA. It is the responsibility of RTOs to adhere to existing regulations and standards in place to govern training providers. Cluster Members and IMVC's brokerage role do not represent or exonerate the RTO from their responsibilities to AQTF or SNR.

RTO Obligations:

- Commitment to excellence in service delivery and maximising student outcomes
- The RTO will adopt policies and management practices which will maintain high professional standards in the delivery of education and training services
- The RTO will issue partnership agreements /contracts outlining roles and responsibilities of each partner, delivery arrangements, timeline of agreed deliverables, communication protocols, grievance procedures and agreed costs and invoicing arrangements
- The RTO will comply with all laws regarding the operation of the training venues and will ensure that facilities and equipment are adequate for the programs being delivered
- The RTO will have the capacity to deliver the programs for which it has been registered and use methods and material appropriate to the learning needs of trainees
- The RTO will monitor and assess the performance and progress of its trainees. This will include providing UoCs and VCAA Assessment Plans, completing weekly IMVC online attendance records, interim/ end of Semester reports, communicating Units 3 & 4 indicative grades, communicating 'at risk' students and VASS results in a timely manner
- The RTO will comply with all the relevant guidelines in regard to the delivery and assessment of programs
- The RTO will supply accurate relevant and up-to-date information to prospective trainees and will market its programs with integrity and accuracy. This will include reviewing IMVC VET handbook details and attending annual IMVC Information sessions for parents and students
- Participants will be provided with all appropriate information including course details, assessment requirements and all relevant policies and procedures. This includes formally enrolling and inducting students
- All trainers and assessors are qualified
- All trainers and assessors are sensitive to the needs of course participants
- The RTO will issue Qualifications/ Certifications in a timely fashion
- The RTO will continually monitor and improve their performance by collecting and acting upon information gathered, including evaluation, learner feedback and self-assessment

VET Course Requirements

14. RTO GRIEVANCE POLICIES

Complaints and appeals policies and procedures for each RTO offering a course in the booklet can be located at the following web links:

RTO	Web Link
Australian College of Dramatic Arts	http://acda.vic.edu.au/wp-content/uploads/PP_Grievance.pdf-for-web.pdf
Australian College of the Arts Pty Ltd	www.collarts.edu.au/rto-policy-forms/
Australian Dance Council - Ausdance Vic Inc	www.ausdance.org.au
Australian Institute of Education and Training Pty Ltd	https://www.aiet.edu.au/complaints-and-appeals
Kangan Institute	www.kangan.edu.au
Box Hill Institute	www.boxhill.edu.au
Centre for Education & Research in Environment Strategy (CERES)	https://ceres.org.au/
Chisholm Institute	https://qms.chisholm.edu.au/Section/Navigate?id=7deef192-7eed-48f5-ad1a-a469b12d0186
COSAMP (College of Music and Sound Production)	www.cosamp.com.au
Gowrie Victoria	www.gowrievictoria.org.au
Holmesglen Institute	www.holmesglen.edu.au/students/current_students/student_policies_and_procedures/grievance_resolution_process2
Inner Melbourne VET Cluster Inc	www.imvc.com.au/courses/rto-policies-procedures/
IVET Institute Pty Ltd	http://www.ivetinstitute.com.au/wp-content/uploads/2017/07/Complaints-and-Appeals-V1-May-2017.pdf
Northern College of the Arts and Technology	http://www.ncat.vic.edu.au/policies-reports
Ringwood Secondary College trading as Ringwood Training	www.ringwoodtraining.com/policies-and-procedures/
The Academy of Interactive Entertainment Ltd	http://aieportal.aie.edu.au/mod/wiki/view.php?pageid=25
Tristar Aviation Company Pty Ltd	http://www.tristaraviation.com.au/
Vocational pathways Pty Ltd trading as Ripponlea Institute	www.ripponleainstitute.com
William Angliss Institute of TAFE	www.angliss.edu.au/component/k2/item/290-complaints-appeals?highlight=WyJjb21wbGFpbmRzIl0=

For further information on RTO grievance policies please contact the specific RTO.

15. UNIQUE STUDENT IDENTIFIER (USI)

The Unique Student Identifier (USI) came into effect in 2015. The aim of the USI is to:

- Help build a national system for the storage of information and enable VET records to be linked
- Make it easier for students to access their VET achievement across multiple providers in the one transcript
- Seamlessly provide a single consolidate 'outcome level' transcript for all VET study for students from 2015
- Enable students to also easily access secure digital transcripts of their achievements
- Ensure VET records are not lost (i.e. particularly where an RTO closes)
- Assist development of transparency in the VET sector

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

How do students obtain a USI?

To obtain a USI, students can either apply themselves online, or, can provide sufficient identity documentation at enrolment to enable the Institute to apply on their behalf.

The online USI system is **available** for students to apply for their USI electronically, at <http://usi.gov.au/>.

A brief USI student video on **how to apply** is available on the USI site at: <http://usi.gov.au/Students/Pages/default.aspx>. The application steps are very simple, with basic student information being required, along with details of one identity document needing to be recorded. Part of applying is obtaining a USI Student Account that then will enable a student to view their VET outcomes achieved regardless of provider, in the future.

A USI is then allocated on the spot on screen, and is also emailed to student instantly. The application process takes just a couple of minutes providing the student has their identity proof at hand. Valid acceptable identity proof includes:

- Driver's License
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport)
- Birth Certificate (Australian) *please note a Birth Certificate extract is not sufficient
- Certificate Of Registration By Descent
- Citizenship Certificate
- ImmiCard

16. DELIVERY

All VET programs listed in this handbook are delivered face to face unless stipulated otherwise.

17. COURSE CHANGES

Please note all course details and delivery arrangements contained in this handbook are subject to change. All final course and delivery arrangements will be confirmed at the information sessions. All programs require minimum student numbers to proceed. For further information on VET programs, please refer to the VCAA website: www.vcaa.vic.edu.au/vet

RTOs, qualifications and course structures published in this handbook were correct at time of publication (June 2018). Please check the VCAA or IMVC website for updates.

VET Course Requirements

18. RTO ENROLMENT PROCESSES

Once Expressions of Interest have been accepted by the RTO administering the respective VET program, students will need to formally be enrolled. It is imperative that students have their Unique Student Identifier (USI) and Victorian Student Number (VSN). Below is an outline of enrolment processes for each RTO.

RTO	Enrolment Process
<ul style="list-style-type: none"> Australian College of the Dramatic Arts (ACDA) 	Students are required to complete an electronic enrolment form, student/parent email is mandatory to progress the student enrolment.
<ul style="list-style-type: none"> Box Hill Institute 	It is compulsory that a parent email address is provided on the IMVC Expression of Interest Form. Student enrolment will not be completed by RTO if email address is not supplied. Units 1 & 2 students will need to attend the compulsory enrolment session in Term 4 2018.
<ul style="list-style-type: none"> Inner Melbourne VET Cluster The Academy of Interactive Entertainment Ltd (AIE) 	Enrolment forms will be available at the Information Sessions. Enrolment forms are also completed on the first day of class.
<ul style="list-style-type: none"> Gowrie Victoria Northern College of the Arts and Technology 	Students will need to attend the compulsory enrolment session in Term 4 2018, to complete the enrolment paperwork.
<ul style="list-style-type: none"> Australian Dance Council - Ausdance Vic Inc. Box Hill Institute (for Laboratory Skills) Collarts COSAMP Holmesglen Institute IVET Institute Chisholm Institute 	Students enrol on the first day of class. Student USIs will be required on this day.
Centre for Education & Research in Environment Strategy (CERES)	Students are required to complete enrolment paperwork prior to the class commencing. CERES will send the enrolment paperwork to the schools.
Kangan Institute	Students are not required to complete an enrolment form. All student details are communicated to Kangan Institute by IMVC.
Ringwood Training	Students need to complete an 'Enrolment Application Form', and attend the orientation session in Term 4, 2018 to confirm enrolment.
William Angliss Institute	Individual students must apply through their school by completing an online application form, provide an official statement of results from their first year VET Program, along with their Unique Student Identifier (USI) and form of ID (Birth Certificate or Passport) to access a placement.

VET EXPO



The IMVC invites students and parents/guardians to attend a VET Expo on 2019 VET in school courses. This inaugural exhibition showcases over 40 courses available to students. It is a great opportunity to increase awareness of course content and pathway opportunities.

Date: August 16, 2018

Venue: Melbourne Sports & Aquatic Centre
Champions Room
30 Aughtie Drive, Albert Park

Time: 6:00pm - 8:30pm

We have over 15 training providers in attendance at various information booths and formal presentations on some of the courses, being held at the following times:

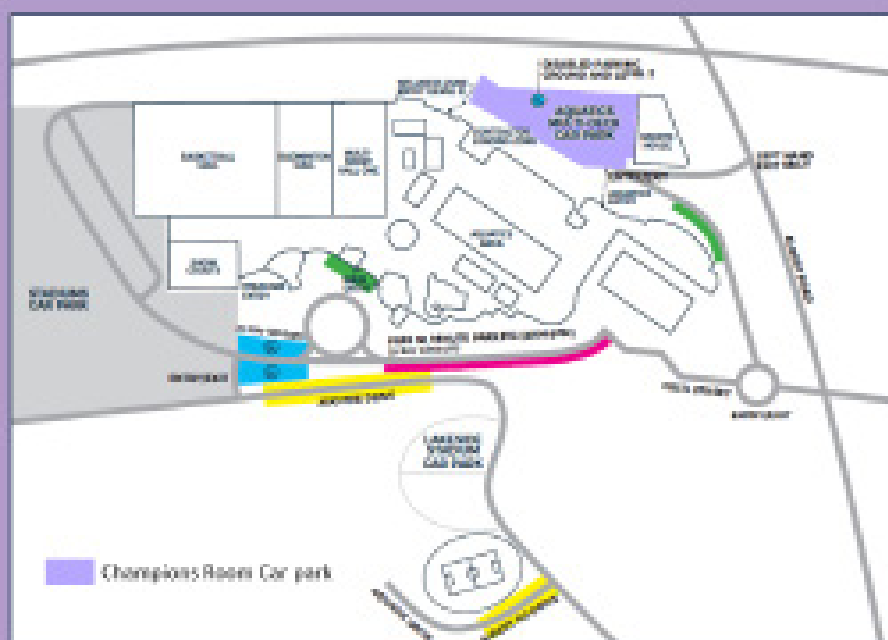
TIME	RTO/HOST SCHOOL	SPOTLIGHT ON VET PROGRAM
6:00PM	ACDA	Acting
6:15PM	Tristar Aviation	Aviation
6:30PM	Gowrie	Early Childhood Education & Care
6:45PM	Box Hill Institute	All Programs
7:00PM	NCAT	All Programs
7:15PM	Sydney Road Community School	Music
7:30PM	IMVC	Hospitality/Kitchen Operations
7:45PM	IMVC	Make-up/Retail Cosmetics/Salon Assistant
8:00PM	IMVC + AIE	Screen and Media – Game Design and Animation
8:15PM	Holmesglen Institute	All Programs

Information will be available on the following VET Courses

- Acting
- Allied Health Assistance
- Animal Studies
- Applied Fashion
- Automotive
- Aviation
- Bricklaying
- Carpentry
- CISCO
- Civil Construction
- Community Services
- Dance
- Design Fundamentals
- Dual Hospitality
- Early Childhood Education & Care
- Electrotechnology
- Engineering
- Equine Studies
- Events
- Furniture Making
- Horticulture
- Information, Digital Media and Tech
- Integrated Technology
- Interior Decoration Retail Services
- Kitchen Operations
- Laboratory Skills
- Music
- Musical Instrument Making
- Outdoor Recreation
- Plumbing
- Printing and Graphic Art
- Retail Cosmetics
- Screen & Media
- Small Business - Drones
- Sound Production
- Sport and Recreation
- Tourism

MSAC Car Parking guide:

Entry to the Aquatics Multi-Deck car park is via Albert Road and Cecil Street. The first hour of parking is free, then \$5.20 flat rate. Payment can be made at pay stations within the venue or via credit card upon exit.



Please visit www.lmvc.com.au for more information.



22307VIC Certificate III in Acting (Screen)

COURSE DESCRIPTION

Certificate III in Acting (Screen) has been designed for students with a strong interest in pursuing acting or related jobs. The course will provide the skills and knowledge needed for a broad range of acting tasks relating to the Film and Television industry.

ARE YOU SUITABLE?

Consider this course if:

- You are comfortable with performing in front of and with others
- You enjoy working with people
- You are comfortable trying new drama styles and techniques
- You are comfortable working in front of a camera

VENUES

Canterbury Girls' Secondary College
New Venue TBC

RTO

Australian College of the Dramatic Arts
RTO Number: 3139
Website: www.acda.vic.edu.au

DAY & TIME

Canterbury Girls' Secondary College

Year 1 | Wednesdays | 5.00pm – 8.00pm
Year 2 | Wednesdays | 5.00pm – 8.00pm

New Venue TBC

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

Work placement is not required.

PROGRAM CONTENT

Sample competencies covered in the first year include:

- Develop and apply creative arts industry knowledge
- Prepare for performances
- Develop acting techniques

Sample competencies covered in the second year include:

- Expand skills for auditions
- Expand script knowledge and performance skills
- Extend acting techniques
- Direct performers
- Develop techniques for presenting information to camera
- Audition and select performers
- Shoot a wide range of television content

CAREER OPPORTUNITIES:

- Actor
- Technical Crew Member
- Lighting and Sound Technician
- Stage Manager
- Writer
- Make-up Artist
- Drama Teacher
- Director
- Producer
- Casting Consultant
- Agent

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

HLT33015 Certificate III in Allied Health Assistance (incorporating HLT33115 Certificate III in Health Services Assistance) (Partial Completion)

COURSE DESCRIPTION

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

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

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

ARE YOU SUITABLE?

Consider this course if:

- You enjoy working with people
- You are interested in the body and how it works
- You are interested in health and nutrition
- You are considering a career in Allied Health Assistance, Nursing, Medicine, and Physiotherapy or a similar field

VENUES

Kangan Institute (Richmond Campus)
Box Hill Institute (Elgar Campus)
Holmesglen Institute (Moorabbin Campus)

RTO

Kangan Institute

RTO Number: 3077

Website: www.kangan.edu.au

Box Hill Institute

RTO Number: 4687

Website: www.boxhill.edu.au

Holmesglen Institute

RTO Number: 0416

Website: www.holmesglen.edu.au

DAY & TIME

Kangan Institute (Richmond Campus)

Year 1 | Wednesdays | 1.45pm – 4.45pm

Year 2 | Wednesdays | 1.45pm – 4.45pm

Box Hill Institute (Elgar Campus)

Year 1 | Wednesdays | 1.30pm – 5.00pm

Year 2 | Wednesdays | 1.30pm – 5.00pm

Holmesglen Institute (Moorabbin Campus)

Year 1 | Wednesdays | 1.30pm – 4.30pm

Year 2 | Wednesdays | 1.30pm – 4.30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: HLT33015 Certificate III in Allied Health Assistance (incorporating HLT33115 Certificate III in Health Services Assistance): recognition of up to one unit at Units 1 & 2 level and a minimum of three units at Units 3 & 4 level.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study.

WORK PLACEMENT

80 hours of work placement is required (40 hours per year)

ADDITIONAL REQUIREMENTS/INFORMATION

This is a partial completion qualification, students will receive a Statement of Attainment for units successfully completed.

Students will require access to a computer and internet to complete homework

Box Hill Institute will not accept Year 10 applicants.

PROGRAM CONTENT

Sample competencies covered in the first year include:

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

Sample competencies covered in the second year include:

- Interpret and apply medical terminology appropriately
- Recognise healthy body systems
- Transport individuals

CAREER OPPORTUNITIES

- Therapy Assistant
- Nurse
- Physiotherapy Assistant
- Occupational Assistant

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

ACM20117 Certificate II in Animal Studies

COURSE DESCRIPTION

The Certificate II in Animal Studies is a general, pre-vocational qualification aimed as an entry point into the industry. This course is designed to provide students with basic skills and knowledge to become an animal carer while studying at a secondary school level. It will also assist them in making an informed decision as to whether or not they would like to pursue a career within the animal industry.

ARE YOU SUITABLE?

Consider this course if:

- You enjoy caring for animals
- You are interested in the science of animals
- You enjoy working in a small team
- You are caring and compassionate
- You like to understand how things work

VENUES

Box Hill Institute (Elgar and City Campuses*)

*Students attending the city campus will have to travel to the Elgar campus for six practical classes throughout the year.

Kangan Institute (Richmond Campus)

RTO

Box Hill Institute

RTO Number: 4687

Website: www.boxhill.edu.au

Kangan Institute

RTO Number: 3077

Website: www.kangan.edu.au

DAY & TIME

Box Hill Institute (Elgar Campus)

Units 1 & 2 | Wednesdays | 9.00am – 12.30pm

Units 1 & 2 | Wednesdays | 1.30pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.00pm

Fast Track Program Units 1 – 4 | Wednesdays | 1.30pm – 7.30pm

Box Hill Institute (City Campus)

Units 1 & 2 | Wednesdays | 9.00am – 12.30pm

Units 1 & 2 | Wednesdays | 1.30pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.00pm

Kangan Institute (Richmond Campus)

Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm

Units 3 & 4 | Wednesdays | 1.45pm – 5.45pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete the VCE VET Animal Studies Program will be eligible for recognition of up to two units at the Units 1 & 2 level, and a Units 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

Kangan Institute students are required to undertake 38 hours of structured workplace learning during the first year of study at an approved animal related workplace.

Box Hill Institute students are strongly recommended to undertake 80 hours of work placement over the two-year duration of the program.

ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to have a current tetanus vaccination. A copy of their tetanus vaccination will also need to be supplied to HealthSciences.VETiS@boxhill.edu.au before the commencement of the course.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Work in the animal care industry
- Complete animal care hygiene routines
- Feed and water animals

Sample competencies covered in Units 3 & 4 include:

- Provide enrichment for animals
- Provide basic first aid for animals
- Provide information on companion animals, products and services

CAREER OPPORTUNITIES

- Veterinary Nurse
- Pet Grooming
- Shelter Worker
- Kennel/Cattery Attendant
- Animal Attendant
- Pet Shop Worker
- Community Animal Care or Farm Worker

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

COURSE DESCRIPTION

This program aims to provide students with the basic design and development skills and knowledge to prepare them for work in the fashion industry with particular emphasis on sewing techniques and pattern making modification.

This is a hands-on qualification in which students will be encouraged to develop their expression through a series of practical projects.

Holmesglen Institute - If you love fashion, working with fabric and design, and would like to progress to a career in the fashion industry, this course could be the perfect starting point for you. Situated in a design studio setting, you will gain an insight into the fashion industry whilst developing the skills and knowledge to create a design portfolio, put together colour and fabric proposals, work with patterns and sew creative pieces.

ARE YOU SUITABLE?

Consider this course if:

- You are creative
- You enjoy design
- You like hands on activities
- You may be interested in the Fashion Industry
- You care about clothing and accessory items

VENUES

Kangan Institute (Richmond Campus)

Emmaus College

Holmesglen Institute (City – St Kilda Road Campus)

Siena College

RTO

Kangan Institute (for Kangan Institute and Siena College classes)

RTO Number: 3077

Website: www.kangan.edu.au

Holmesglen Institute

RTO Number: 0416

Website: www.holmesglen.edu.au

Vocational Pathways Pty Ltd trading as Ripponlea Institute (for Emmaus College)

RTO Number: 21230

Website: www.ripponleainstitute.com

DAY & TIME

Kangan Institute (Richmond Campus)

Units 1 & 2 | Wednesdays | 9.00am – 1.00pm

Units 3 & 4 | Wednesdays | 1.45pm – 4.45pm

Emmaus College

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.30pm

Holmesglen Institute (City - St Kilda Road Campus)

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.30pm

Siena College

Units 1 & 2 | Wednesdays | 1.00pm – 5.00pm

Units 3 & 4 | Tuesdays | 3.30pm – 7.00pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete the VCE VET Applied Fashion Design and Technology program will be eligible for up to six units of credit towards their VCE, including four units at the Units 1 & 2 level and a Units 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

80 hours of work placement (over two years) is recommended.

ADDITIONAL REQUIREMENTS/INFORMATION

All students must wear closed shoes and hair is to be secured in a bun or pony tail (not loose). Students must have basic knowledge of sewing. An A3 Visual Diary is required for brief work.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Use a sewing machine for fashion design
- Modify patterns to create basic styles
- Draw and interpret a basic sketch

Sample competencies covered in Units 3 & 4 include:

- Draw a trade drawing for fashion design
- Produce a simple garment
- Prepare design concept for a simple garment

POSSIBLE FUTURE CAREER OPPORTUNITIES

- Fashion Designer
- Interior Designer/Decorator
- Costume Designer
- Dressmaker

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

AUR20716 Certificate II in Automotive Vocational Preparation (General)

COURSE DESCRIPTION

This certificate provides students with vocational skills and knowledge and preparation for an apprenticeship in the automotive trade. Depending on the electives chosen, the program includes industry research, using and maintaining measuring equipment, operating electrical testing equipment, electronics, vehicle body, vehicle engine reconditioning and maintenance.

ARE YOU SUITABLE?

Consider this course if:

- You have an interest in cars
- You like to understand how things work
- You enjoy hands on activities
- You like using tools
- You are patient and methodical

VENUES

Kangan Institute (Docklands Campus)
Box Hill Institute (Elgar Campus)
Ringwood Training
Northern College of the Arts and Technology

RTO

Kangan Institute

RTO Number: 3077

Website: www.kangan.edu.au

Box Hill Institute

RTO Number: 4687

Website: www.boxhill.edu.au

Ringwood Secondary College trading as Ringwood Training

RTO Number: 22475

Web: www.ringwoodtraining.com

Northern College of the Arts and Technology

RTO Number: 6736

Website: www.ncat.vic.edu.au

DAY & TIME

Kangan Institute (Docklands Campus)

Units 1 & 2 | Wednesdays | 8.30am – 12.30pm

Units 3 & 4 | Wednesdays | 1.45pm – 5.45pm

Box Hill Institute (Elgar Campus)

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.30pm

Ringwood Training

Units 1 & 2 | Wednesdays | 8.00am – 12.30pm

Units 1 & 2 | Wednesdays | 1.00pm – 5.30pm

Units 3 & 4 | Wednesdays | 8.00am – 12.30pm

Units 3 & 4 | Wednesdays | 1.00pm – 5.30pm

Northern College of the Arts and Technology

Units 1 & 2 | Wednesdays | 8:30am – 12:30pm

Units 1 & 2 | Wednesdays | 1:30pm – 5:30pm

Units 3 & 4 | Thursdays | 1:30pm – 5:30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete AUR20716 Certificate II in Automotive Vocational Preparation will be eligible for recognition of two units at the Units 1 & 2 level and a Units 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

160 hours of work placement (over two years) is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION

Kangan Institute students are required to provide and wear long-sleeved overalls, leather upper boots and safety glasses.

Box Hill Institute students are also required to provide and wear work overalls, steel cap boots and safety glasses.

Ringwood Training students are also required to provide a full length cotton drill overalls and steel-cap leather work boots. No bib and brace overalls. Clear lens safety glasses will be supplied.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Carry out basic vehicle servicing operations
- Remove and replace wheel and tyre assemblies
- Identify automotive mechanical systems and components

Sample competencies covered in Units 3 & 4 include:

- Resolve routine problems in an automotive workplace
- Identify automotive electrical systems and components
- Remove and replace radiators

CAREER OPPORTUNITIES

- Mechanic
- Spare Parts Manager

INFORMATION SESSION:

An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

AUR20716 Certificate II in Automotive Vocational Preparation (Paint and Panel)

COURSE DESCRIPTION

This program provides students with the knowledge and skills to enhance their employment prospects in the paint and panel automotive or automotive related industries. The program includes industry research, applying safe working practices, welding, panel repair and detailing.

ARE YOU SUITABLE?

Consider this course if:

- You have an interest in cars
- You enjoy hands on activities
- You like using tools
- You are patient and methodical
- You are creative

VENUE

Kangan Institute (Docklands Campus)

RTO

Kangan Institute

RTO Number: 3077

Website: www.kangan.edu.au

DAY & TIME

Units 1 & 2 | Wednesdays | 8.30am – 12.30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete AUR20716 Certificate II in Automotive Vocational Preparation will be eligible for four Units towards their VCE, which can include two units at the Units 1 & 2 level and a Units 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

160 hours of work placement (over two years) is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to provide and wear long-sleeved overalls, leather upper boots and safety glasses.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Carry out basic repairs to vehicle body panels
- Set up body alignment equipment on vehicles
- Remove and realign vehicle body panels

Sample competencies covered in Units 3 & 4 include:

- Apply refinishing primers to vehicle surfaces
- Clean and polish vehicle paint surfaces
- Prepare surface and prime repaired body panels

CAREER OPPORTUNITIES

- Panel Beater
- Vehicle Painter
- Vehicle Trimmer
- Windscreen Fitter
- Vehicle Dismantler
- Spray Painter

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

AVI50215 Diploma of Aviation (Partial Completion) Commercial Pilot License

COURSE DESCRIPTION

This program provides opportunities to students who wish to develop their skills and knowledge in the aviation industry. This course provides opportunities for students to work towards or complete a Private Pilot Licence (PPL). The Recreational Pilot Licence (RPL) Test is the first stage in pilot training that ultimately leads to gaining a Commercial Pilot Licence. The students will receive an approximate of 30 hours flying time for the 1st year and 20 hours of flight time for the 2nd year.

ARE YOU SUITABLE?

Consider this course if:

- You are interested in aeroplanes
- You are comfortable with heights
- You are physically fit and healthy
- You are not over committed with school studies and are capable of committing to this VET study
- You have a flexible schedule

VENUE

Ashwood High School

RTO

Tristar Aviation Company Pty Ltd

RTO Number: 22509

Website: www.tristaraviation.com.au

DAY & TIME

Year 1 | Wednesdays | 1.30pm – 4.30pm

Year 2 | Wednesdays | 1.30pm – 4.30pm

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE

VCAL: One credit towards a VCAL learning program is awarded on successful completion of 90 nominal hours of accredited VET curriculum.

VCE: Block credit arrangements are available for this program. Where available a Unit 3 and 4 sequence may be awarded on satisfactory completion of a minimum of 180 nominal hours at AQF level III, according to the guidelines published by the Victorian Curriculum and Assessment Authority (VCAA). VTAC may award students who receive Units 3 and 4 sequence through Block Credit Recognition an increment.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

Work placement is not required.

ADDITIONAL REQUIREMENTS/INFORMATION

Students must be 15 years of age.

Manage abnormal aeroplane flight situations

Occupational Health and Safety Students may be required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the program.

- Students are required to have CASA medical before commencing flying. This medical will need to be completed before the end of Term 1 and the cost (approx.) \$150.
- Students may be required to do extra flying time to be deemed competent, this will be charged separately at \$305 per hour.

PROGRAM CONTENT

Sample competencies covered in the first year include:

- Manage pre & post-flight actions
- Control aero-plane on the ground
- Control aircraft in normal flight

Sample competencies covered in the second year include:

- Execute advanced aircraft manoeuvres and procedures
- Manage aircraft passengers and cargo

CAREER OPPORTUNITIES

- Emergency Services Pilot
- Air Force Pilot
- Airline Pilot
- Flying Instructor
- Licenced Aeronautical Engineer
- Airline Program Manager
- Agricultural Pilot (Crop Duster)
- Helicopter Pilot

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

22338VIC Certificate II in Building and Construction (Bricklaying) Pre-apprenticeship (Partial Completion)

COURSE DESCRIPTION

This program provides students with the knowledge and skills that will enhance their employment prospects in the Building Industry. Students completing the Certificate II in Building and Construction (Bricklaying) partial completion will gain a broad knowledge of building and bricklaying in particular. The majority of the course involves practical projects and tasks giving students sound bricklaying and building skills which are currently in strong demand by industry. Underpinning theory of Building and Construction is also covered in the course.

ARE YOU SUITABLE?

Consider this course if:

- You will enjoy working with bricks to build and create
- You like using tools
- You like to make things on a large scale
- You enjoy working with your hands in and outdoors
- You are interested in entering an apprenticeship in the Building Industry

VENUE

Holmesglen Institute (Chadstone Campus)

RTO

Holmesglen Institute

RTO Number: 0416

Website: www.holmesglen.edu.au

DAY & TIME

Units 1 & 2 | Wednesdays | 9.00am – 3.00pm

Units 1 & 2 VCE students only |

Wednesdays | 1.00pm – 4.00pm

Units 3 & 4 | Wednesdays | 9.00am – 3.00pm

Units 3 & 4 VCE students only |

Wednesdays | 1.00pm – 4.00pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete the VCE VET Building and Construction Program (at least 360 hours) will be eligible for four units towards their VCE, including two units at the Units 1 & 2 level, and a Units 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies).

Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

Work Placement is not required.

ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to provide and wear work shorts/work pants and work boots at all times. An excursion to several work sites may be arranged to put skills and knowledge into context.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Bricklaying hand tools
- Bricklaying basic skills
- Prepare for work in the construction industry

Sample competencies covered in Units 3 & 4 include:

- Masonry blockwork
- Brick veneer construction processes
- Cavity brick construction processes

CAREER OPPORTUNITIES

- Bricklayer
- Builder
- Carpenter
- Building Inspector
- Draftsperson
- Architect
- Cabinet Maker
- Civil Engineer

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

22338VIC Certificate II in Building and Construction (Carpentry) Pre-apprenticeship (Partial Completion)

COURSE DESCRIPTION

This program provides students with the knowledge and skills that will enhance their employment prospects in the Building Industry. The Certificate II in Building and Construction – Carpentry provides partial completion of the pre-apprenticeship program which provides a pathway into a building and construction apprenticeship.

ARE YOU SUITABLE?

Consider this course if:

- You enjoy or are interested in wood works
- You like using tools
- You like to make things on a large scale
- You like to work with your hands

VENUES

Holmesglen Institute (Chadstone Campus)
Box Hill Institute (Elgar Campus)
Northern College of the Arts and Technology

RTO

Holmesglen Institute

RTO Number: 0416

Website: www.holmesglen.edu.au

Box Hill Institute

RTO Number: 4687

Website: www.boxhill.edu.au

Northern College of the Arts and Technology

RTO Number: 6736

Website: www.ncat.vic.edu.au

DAY & TIME

Holmesglen Institute (Chadstone Campus)

Units 1 & 2 | Wednesdays | 8.00am – 3.30pm

Units 1 & 2 VCE students only | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Week blocks | 8.00am – 3.30pm | Days listed below:

January School Holidays (1 week)

Easter School Holidays (1 week)

June/July School Holidays (1 week)

September School Holidays (1 week)

Plus 1 Monday, 1 Thursday, and 1 Friday in each Term 1, 2 & 3

Box Hill Institute (Elgar Campus)

Units 1 & 2 | Wednesdays | 9.00am – 12.30pm

Units 1 & 2 | Wednesdays | 1.30pm – 5.00pm

Units 1 & 2 students will be required to attend for 3 days during the Term 2 and Term 3 school holidays

Units 3 & 4 | Wednesdays | 5.15pm – 8.45pm

Units 3 & 4 students will be required to attend for 3 days during the Term 1 and Term 2 school holidays

Northern College of the Arts and Technology

Units 1 & 2 | Wednesdays | 8.30am – 12.30pm

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Thursdays | 1.30pm – 5.30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete the VCE VET Building and Construction Program (at least 400 hours) will be eligible for four units towards their VCE: two units at Units 1 & 2 and a Units 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

80 hours of work placement is strongly recommended over two years.

ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to provide their own safety gear to be worn during class, including overalls, leather work boots, protective eyewear/safety glasses and ear muffs/plugs.

Holmesglen Institute Units 3 & 4 students will be required to buy textbooks and tool kits which are not included in the course fees.

Box Hill Institute students will need to attend additional one-week training over one of the school holidays.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Carpentry hand tools
- Building Structures

Sample competencies covered in Units 3 & 4 include:

- Wall framing
- Roof framing

CAREER OPPORTUNITIES

- Builder
- Carpenter

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

BSB20115 Certificate II in Business (First Year)

BSB30115 Certificate III in Business (Second Year)

COURSE DESCRIPTION

This course provides entry-level training for students seeking to undertake a wide variety of careers in Business Administration. It also aims to provide participants with the knowledge and skills that will enhance their employment prospects within a broad range of business settings.

ARE YOU SUITABLE?

Consider this course if:

- You like using computers and other business technology
- You are keen to use computer based software applications to communicate electronically
- You are organised, methodical and have good time management skills
- You enjoy working as part of a team
- You pay attention to detail
- You are capable of self-management
- You are keen to extend your problem solving skills

VENUE

Swinburne Senior Secondary College

RTO

IVET Institute Pty Ltd

RTO Number: 40548

Website: www.ivetresources.com.au

DAY & TIME

Units 1 & 2 | Wednesdays | 1.30pm – 4.30pm

Units 3 & 4 | Tuesdays | 4.30pm – 7.30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete BSB20115 Certificate II in Business will be eligible for up to four units of credit towards their VCE at Units 1 & 2 level. Students who undertake additional training from certificate III and achieve a further Units 3 and 4 sequence may be eligible for an increment towards their ATAR (10% of the lowest of the primary four scaled studies).

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study.

WORK PLACEMENT

80 hours of work placement (over two years) is strongly recommended.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Use business technology
- Organising and completing daily work activities
- Produce simple work processed documents

Sample competencies covered in Units 3 & 4 include:

- Organise workplace information
- Design and produce business documents
- Deliver and monitor a service to customers
- Organise personal work priorities and development

CAREER OPPORTUNITIES

- Administrative/Office Assistant
- Receptionist
- Secretary
- Information Officer
- Customer Service Officer
- Legal Secretary
- Personal Assistant

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

COURSE DESCRIPTION

This program gives students hands on experience to gain networking skills and knowledge whilst using industry current routers, hubs and switches. Students will work with highly qualified Cisco Networking Professionals to design, configure, troubleshoot and implement computer internetworks.

This program is a highly respected world-wide industry qualification that aims to give students skills and knowledge in information Technology networking. With industry-standard hardware, students will be designing, building and testing enterprise networking solutions covering: wireless and physical networks, wide area networks, virtual private networks, firewalls, network monitoring and security. Upon the completion of this course you will be ready to extend your learning towards a general or specialised networking career.

ARE YOU SUITABLE?

Consider this course if:

- You enjoy working with computers
- You like problem solving especially making systems work
- You like to understand the theory behind computer systems
- You are patient and methodical but like a challenge
- You are interested in new and rapidly changing complex technologies, including computer hardware
- You are interested in a career in the ICT industry

VENUES

Box Hill Institute (Nelson Campus)
Ringwood Training

RTO

Box Hill Institute

RTO Number: 4687

Website: www.boxhill.edu.au

Ringwood Secondary College trading as Ringwood Training

RTO Number: 22475

Web: www.ringwoodtraining.com

DAY & TIME

Box Hill Institute

Year 1 | Wednesdays | 1.30pm – 5.30pm

Year 2 | Wednesdays | 8.00am – 12.00pm

Ringwood Training

Year 1 | Wednesdays | 1.00pm – 4.30pm

Year 2 | Wednesdays | 1.00pm – 4.30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work related Skills Strand of VCAL.

VCE: Students successfully completing CCNA Introduction to Networks and CCNA Routing and Switching Essentials will be eligible for two units of credit towards their VCE at the Units 3 & 4 level.

Students who complete CCNA Introduction to Networks, CCNA Routing and Switching Essentials, CCNA Scaling Networks, and CCNA Connecting Networks will be eligible for four units of credit towards their VCE: two Units 3 & 4 sequences.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

Work placement is not required.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 (Program A) include:

- Build a simple network and establish end to end connectivity
- Configure and troubleshoot network switches and routers

Sample competencies covered in Units 3 & 4 (Program B) include:

- Establish connectivity to a wide area network (WAN)
- Build a small wireless LAN

CAREER OPPORTUNITIES

- Information technology
- Computer Programmer
- Systems Administrator
- Network Manager

INFORMATION SESSION:

An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

RII20715 Certificate II in Civil Construction

COURSE DESCRIPTION

A Certificate II in Civil Construction is a great pathway to prepare you for a career in the Civil Construction sector and related industries. The program teaches you the practical skills and knowledge to assist you to enter the Civil Construction industry.

During the course you will learn the workplace health and safety essentials and appropriate workplace communication skills required to work on a civil construction site. You will also gain practical skills using hand tools and be exposed to civil construction machinery and plant at our simulated site.

The Certificate II can give you a real advantage when applying for an apprenticeship, as you will already have skills and knowledge that potential employers will be seeking. Successfully completing a Certificate II course prior to applying for an apprenticeship also demonstrates your dedication to learning and the industry.

ARE YOU SUITABLE?

Consider this course if:

- You are interested in gaining knowledge about road works, pipework and excavating
- You like using tools
- You enjoy working as a team
- You like to work on large scale projects
- You like to work outdoors with your hands
- You may be interested in entering an apprenticeship in a relevant industry

VENUE

Holmesglen Institute (Waverley Campus)

RTO

Holmesglen Institute

RTO Number: 0416

Website: www.holmesglen.edu.au

DAY & TIME

Units 1 & 2 | Wednesdays | 8.30am – 3.30pm

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four.

Where available a Unit 3 & 4 sequence may be awarded on satisfactory completion of a minimum of 180 nominal hours at AQF level III, according to the guidelines published by the Victorian Curriculum and Assessment Authority (VCAA). VTAC may award students who receive Units 3 & 4 sequence through Block Credit Recognition an increment.

WORK PLACEMENT

Work placement is not required.

ADDITIONAL REQUIREMENTS/INFORMATION

Students will be required to wear work boots.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Identify, locate and protect underground services
- Carry out manual excavation
- Control traffic with stop-slow bat

Sample competencies covered in Units 3 & 4 include:

- Lay pipes
- Carry out basic levelling
- Carry out concrete work

CAREER OPPORTUNITIES

Specialist occupations in:

- Bitumen surfacing
- Bridge construction
- Pipe laying
- Road construction
- Road marking
- Tunnel construction
- Timber bridge construction and maintenance
- General civil construction
- Traffic management occupations

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

CHC32015 Certificate III in Community Services (incorporating CHC22015 Certificate II in Community Services)

COURSE DESCRIPTION

This program offers students the opportunity to learn about the community services sector and explore specific contexts of work. Skills will be developed in communication, working with diversity, workplace health and safety, administration support, and responding to clients.

ARE YOU SUITABLE?

Consider this course if:

- You enjoy working with people
- You like helping people
- You are patient
- You are interested in children, elderly people, refugees and asylum seekers, people with disabilities or mental health issues
- You care about current community issues

VENUES

University High School

Box Hill Institute (Elgar Campus)

RTO

IVET Institute Pty Ltd

RTO Number: 40548

Website: www.ivetresources.com.au

Box Hill Institute

RTO Number: 4687

Website: www.boxhill.edu.au

DAY & TIME

University High School

Units 1 & 2 | Wednesdays | 1.45pm – 4.30pm

Units 3 & 4 | Wednesdays | 1.45pm – 4.00pm

Box Hill Institute

Units 1 & 2 | Wednesdays | 1.30pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.00pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who undertake the VCE VET Community Services program will be eligible for recognition of up to three units at Units 1 & 2 level, and a Units 3 & 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT

University High School students are required to do 40 hours of work placement over the two years.

Box Hill Institute students are required to do 120 hours of work placement over the two years.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Work with diverse people
- Communicate and work in health or community services
- Organise and complete daily work activities

Sample competencies covered in Units 3 & 4 include:

- Respond to client needs
- Work within a community development framework
- Implement participation and engagement strategies

CAREER OPPORTUNITIES

- Care Service Employee
- Personal Care Assistant
- Social Worker
- Nurse
- Aged Care Attendant
- Health Care Nurse
- Childcare Assistant

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

CUA20113 Certificate II in Dance with selected units from CUA30113 Certificate III in Dance

COURSE DESCRIPTION

The aim of this program is to provide young people with the technical and performance skills, knowledge and attitudes to begin the process of establishing a career in the entertainment industry.

The training will introduce young dance performers to a variety of dance styles and techniques and is suited to all students interested in any form of movement and dance. There will also be a focus on seeing and reviewing dance performances in Melbourne.

The skills learnt can be applied to everyday fitness and coordination, further training in dance and performance, and a deeper appreciation for dance and performing arts.

ARE YOU SUITABLE?

Consider this course if:

- You enjoy dance, music and performance
- You interested in body awareness and conditioning
- You are curious, interested, creative
- You are comfortable trying new styles and techniques
- You are comfortable with performing
- You are thinking about a career in the Performing Arts
- You are prepared to expand your Dance theory

VENUE

Swinburne Senior Secondary College

RTO

Australian Dance Council – Ausdance Vic Inc

RTO Number: 20949

Website: www.ausdancevic.org.au

DAY & TIME

Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm

Units 3 & 4 | Tuesdays | 4.00pm – 8.00pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete the Certificate II in Dance will be eligible for four units of credit towards their VCE, including two units at the Units 1 & 2 level and a Units 3 & 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence of VCE VET Dance must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT

40 hours of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION

Clothing Requirements: Students will need to wear comfortable dance clothes, leggings or track pants, leotards and/or t-shirt. Long hair should be tied back off the face, ponytail or bun and/or headband. “Foot Thongs” or “Dance Paws” and Jazz shoes are compulsory for the practical classes.

Other Requirements: In Units 1 & 2 students will be creating and following a fitness plan which will require them to do about an hour of exercise three times per week. It is expected that students will take additional dance classes outside of VET. If you are currently attending dance classes, you should expect to continue with those classes.

Students may be required to attend professional dance and/or theatre performances at their own cost for the completion of written tasks. Students will be required to maintain a level of physical fitness appropriate for beginner level dance and movement classes. Students will keep a journal and portfolio of evidence as part of their assessment. More information will be provided at the commencement of the course.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Develop basic dance techniques
- Follow basic dance practices
- Develop a basic level of physical condition for dance performance

Sample competencies covered in Units 3 & 4 include:

- Prepare for performances
- Incorporate artistic expression into basic dance performances
- Develop audition techniques

CAREER OPPORTUNITIES

- Dancer
- Choreographer
- Community Dance Worker
- Ballerina
- Dance Teacher
- Dance Therapist
- Entertainer

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

CUA30715 Certificate III in Design Fundamentals

COURSE DESCRIPTION

This course provides you with an introduction to the practice of graphic design and prepares you to enter a wide range of art and design courses at certificate, diploma and degree level.

Throughout the course, you will learn to follow the design process, produce and prepare images, and use DSLR photography and scanning techniques to create finished design pieces. You will be introduced to a wide variety of drawing and media techniques and materials. You will create projects using the Adobe suite of products, including Photoshop, Illustrator and InDesign.

You will enhance your design skills by exploring layout and typography, and applying colour in a variety of contexts. You will also develop visual literacy through the maintenance of a visual diary and create illustrations, both manually and digitally. On successful completion of this course, you will have prepared a folio of design projects, learnt how to present them professionally and participated in an exhibition of your work.

ARE YOU SUITABLE?

Consider this course if:

- You are creative
- You like design
- You enjoy and have basic skills in drawing and illustration
- You are comfortable using computer software programs
- You are keen to develop a portfolio

VENUE

Holmesglen Institute (Chadstone)

RTO

Holmesglen Institute

RTO Number: 0416

Website: www.holmesglen.edu.au

DAY & TIME

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.30pm

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four.

Where available a Unit 3 & 4 sequence may be awarded on satisfactory completion of a minimum of 180 nominal hours at AQF level III, according to the guidelines published by the Victorian Curriculum and Assessment Authority (VCAA). VTAC may award students who receive Units 3 & 4 sequence through Block Credit Recognition an increment.

WORK PLACEMENT

Work placement is not required.

ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to purchase basic drawing equipment to the value of approximately \$100. Students may already have these items.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Explore the use of colour
- Follow a design process
- Produce digital images

Sample structure of Units 3 & 4 includes:

- Students entering the second year of the course will build upon the skills and techniques of the previous units completed. Students will develop a folio of design work and participate in an exhibition of their work

CAREER OPPORTUNITIES

- Graphic designer
- Pre-press operator
- Desktop publisher

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

CHC30113 Certificate III in Early Childhood Education and Care (Partial Completion)

COURSE DESCRIPTION

This program provides learners with a partial completion of Certificate III in Early Childhood Education and Care. The course trains learners to become early childhood educators who plan and provide early childhood education and care for infants and children up to 12 years of age. Early childhood educators inspire, delight and educate children in long day care, kindergarten, family day care, occasional care and outside school hour's care.

ARE YOU SUITABLE?

Consider this course if:

- You enjoy working with people and being part of a team of educators
- You like supporting children's wellbeing and identity
- You are patient and are keen to create an environment where children feel safe and secure to learn
- You are interested in children, how they develop, play and learn
- You are thinking about a career in Early Childhood Education

VENUE

Gowrie Victoria (North Carlton and Docklands Centres)

RTO

Gowrie Victoria

RTO Number: 3900

Website: www.gowrievictoria.org.au

DAY & TIME

Gowrie Victoria (Docklands)

Units 1 & 2 | Wednesdays | 1.45pm – 4.45pm

Gowrie Victoria (North Carlton)

Units 3 & 4 | Wednesdays | 1.45pm – 4.45pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students undertaking CHC30113 Certificate III in Early Childhood Education and Care (Partial Completion) are eligible for up to two units at Units 1 & 2 level and two Units 3 & 4 sequences.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies).

Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

120 hours of work placement is required over the two years (80 hours in the first year, and 40 hours in the second year).

Please note students will need a voluntary working with children check to start placement.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Ensure the health and safety of children
- Promote and provide healthy food and drinks
- Provide an emergency first aid response in an education and care setting
- Provide care for children

Sample competencies covered in Units 3 & 4 include:

- Support the holistic development of children in early childhood
- Provide experiences to support children's play and learning
- Develop positive and respectful relationships with children
- Develop cultural competence

CAREER OPPORTUNITIES

Graduates can work in any of the following programs/roles:

- Educator in Long Day Care
- Educator in Occasional Care
- Educator in School-age Care
- Kindergarten Assistant in Preschool
- Family Day Care Educator

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.



UEE22011 Certificate II in Electrotechnology Studies (Career Start)

COURSE DESCRIPTION

This course prepares students to enter the Electrotechnology industry. It covers competencies at work entry level providing grounding in safety, and basic skills and knowledge for work in many electrotechnology disciplines. This course is designed to provide an introduction to the electrical/electronic industries in areas such as air-conditioning, electrical, refrigeration, or instrumentation. It will enable the learner to develop broad based competencies in a range of electrotechnology fields. It will also enable you to make more informed choices in the selection of vocational career paths, and gain recognised credentials and credits for further training as an apprentice or trainee in the electrotechnology industry.

ARE YOU SUITABLE?

Consider this course if:

- You are interested in electrical and electronic systems
- You like to understand how things work
- You are curious, interested
- You are patient, methodical and persistent
- You enjoy logical processes
- You are competent in mathematics

VENUES

Holmesglen Institute (Moorabbin and North Melbourne Campuses)

RTO

Holmesglen Institute

RTO Number: 0416

Website: www.holmesglen.edu.au

DAY & TIME

Holmesglen Institute
(Moorabbin and North Melbourne Campuses)
Units 1 & 2 | Wednesdays | 9.00am – 3.30pm
Units 3 & 4 | Wednesdays | 9.00am – 3.30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete UEE22011 Certificate II in Electrotechnology (Career Start) are eligible for five units of credit towards their VCE: three units at Units 1 & 2 level and a Units 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

Work placement is not required.

ADDITIONAL REQUIREMENTS/INFORMATION

For occupational health & safety reasons shorts, runners and short sleeved tops will not be permitted in the workshop. Students are required to provide their own safety gear to be worn during class, including overalls, leather work boots, and protective eyewear/safety glasses.

A minimum of a Year 10 English and Mathematics is highly recommended. This course is highly mathematically based and is not recommended if Year 10 or Year 11 Mathematics is found challenging.

PROGRAM CONTENT

Sample competencies covered in Units 3 & 4 include:

- Fix and secure electrotechnology equipment
- Establish the basic operating conditions of vapour compression systems
- Fabricate, assemble and dismantle utilities industry components

CAREER OPPORTUNITIES

- Systems Electricians – on domestic, residential and heavy industrial buildings
- Instrumental Technicians – on measuring, process control and scientific instruments
- Electronic Trades People – providing electrical installation, repair maintenance, modification and testing of electrical/electronic systems

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

22261VIC Certificate II in Electrotechnology Studies (Pre-Vocational)

COURSE DESCRIPTION

This course prepares students to enter the Electrotechnology industry. It covers competencies at work entry level providing grounding in safety and basic skills and knowledge for work in many Electro technology disciplines. The training is mainly project based, and gives industry relevant hands-on experience in a realistic simulated environment. You learn how to read circuit diagrams, take electrical measurements and perform electrical calculations.

ARE YOU SUITABLE?

Consider this course if:

- You are interested in electrical and electronic systems
- You like to understand how things work
- You are curious, interested
- You are patient, methodical and persistent
- You enjoy logical processes
- You are competent in mathematics

VENUES

Box Hill Institute (Elgar Campus)
Northern College of the Arts and Technology

RTO

Box Hill Institute
RTO Number: 4687
Website: www.boxhill.edu.au

Northern College of the Arts and Technology
RTO Number: 6736
Website: www.ncat.vic.edu.au

DAY & TIME

Box Hill Institute (Elgar Campus)

Units 1 & 2 | Wednesdays | 8.30am – 12.30pm
Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm
Units 1 & 2 students will be required to attend for 3 days during the Term 2 and Term 3 school holidays
Units 3 & 4 | Wednesdays | 8.30am – 12.30pm
Units 3 & 4 | Wednesdays | 1.30pm – 5.30pm
Units 3 & 4 students will be required to attend for 3 days during the Term 2 and Term 3 school holidays

Northern College of the Arts and Technology
Units 1 & 2 | Wednesdays | 8.30am – 12.30pm
Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm
Units 3 & 4 | Thursdays | 1.30pm – 5.30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete 22261VIC Certificate II in Electrotechnology Studies (Pre-Vocational) will be eligible for recognition of three units at the Units 1 & 2 level and a Units 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

PREREQUISITES

This course requires at least Year 10 mathematical knowledge, and is not recommended if students find mathematics challenging at this level.

WORK PLACEMENT

Work placement is not required.

ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to wear the appropriate personal protective equipment: overalls, work pants, work or safety boots and runners short or long.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Fabricate, assemble and dismantle utilities industry components
- Solve problems in ELV single path circuits
- Fix and secure electrotechnology equipment

Sample competencies covered in Units 3 & 4 include:

- Produce products for carrying out energy sector work activities
- Carry out routine work activities in an energy sector environment
- Provide solutions and report on routine electrotechnology problems

CAREER OPPORTUNITIES

- Systems Electricians – on domestic, residential and heavy industrial buildings
- Instrumental Technicians – on measuring, process control and scientific instruments
- Electronic Trades People – providing electrical installation, repair maintenance, modification and testing of electrical/electronic systems

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

22261VIC Certificate II in Electrotechnology Studies (Pre-Vocational)

COURSE DESCRIPTION

This program has a specialisation in Refrigeration and Air Conditioning. Start your training at the Refrigeration and Climate Control Centre of Excellence (RCCC), a nationally and internationally recognised training facility. This hands-on pre-apprenticeship will give you a broad understanding of the Refrigeration and Air-Conditioning industries.

You will learn how to use hand and power tools, electrical wiring and equipment of the trade as well as identify various refrigerants. During this course you will learn flaring, welding, pressure testing and leak testing in regards to refrigeration systems, and practical applications with

ARE YOU SUITABLE?

Consider this course if:

- You are interested in electrical and electronic systems
- You like to understand how things work
- You are curious, interested
- You are patient, methodical and persistent
- You enjoy logical processes
- You are competent in mathematics

VENUE

Box Hill Institute (Elgar Campus)

RTO

Box Hill Institute

RTO Number: 4687

Website: www.bboxhill.edu.au

DAY & TIME

Box Hill Institute (Elgar Campus)

Units 1 & 2 | Wednesdays | 8.30am – 12.30pm

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 1 & 2 students will be required to attend for 3 days during the Term 2 and Term 3 school holidays

Units 3 & 4 | Wednesdays | 8.30am – 12.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 students will be required to attend for 3 days during the Term 2 and Term 3 school holidays

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete 22261VIC Certificate II in Electrotechnology Studies (Pre-Vocational) will be eligible for recognition of three units at the Units 1 & 2 level and a Units 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies).

Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

PREREQUISITES

This course requires at least Year 10 mathematical knowledge, and is not recommended if students find mathematics challenging at this level. Students must be a current Year 11 or 12 student.

WORK PLACEMENT

80 hours of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to wear the appropriate personal protective equipment: overalls, work pants, work or safety boots and runners short or long.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Fabricate, assemble and dismantle utilities industry components
- Solve problems in ELV single path circuits
- Fix and secure electrotechnology equipment

Sample competencies covered in Units 3 & 4 include:

- Produce products for carrying out energy sector work activities
- Carry out routine work activities in an energy sector environment
- Provide solutions and report on routine electrotechnology problems

CAREER OPPORTUNITIES

This course prepares you for employment as an apprentice in the refrigeration, air conditioning industry and appliance servicing.

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

22470VIC Certificate II in Engineering Studies

COURSE DESCRIPTION

The aim of this course is to provide students with skills and knowledge in machine processing, fabrication techniques and using power tools and computers for engineering related work activities.

It provides pre-employment training and pathways in the engineering, manufacturing or related industries and accommodates entry into the wider engineering industry.

ARE YOU SUITABLE?

Consider this course if:

- You like working with metal
- You are interested in design and fabrication
- You like making things with your hands
- You are practical, patient, methodical and persistent
- You enjoy using logical processes to solve problems
- You are interested in a career in the Engineering/Manufacturing industry

VENUES

Box Hill Institute (Elgar Campus)
Kangan Institute (Richmond Campus)
Ringwood Training
Northern College of the Arts and Technology

RTO

Box Hill Institute

RTO Number: 4687

Website: www.bboxhill.edu.au

Kangan Institute

RTO Number: 3077

Website: www.kangan.edu.au

Ringwood Secondary College trading as Ringwood Training

RTO Number: 22475

Web: www.ringwoodtraining.com

Northern College of the Arts and Technology

RTO Number: 6736

Website: www.ncat.vic.edu.au

DAY & TIME

Box Hill Institute (Elgar Campus)

Units 1 & 2 | Wednesdays | 1.30pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.00pm

Kangan Institute (Richmond Campus)

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.30pm

Ringwood Training

Units 1 & 2 Wednesday 12PM – 4.30PM

Units 3 & 4 Wednesday 2.30PM – 7.00PM

Northern College of the Arts and Technology

Year 1 | Wednesdays | 8.30am – 12.30pm

Year 1 | Wednesdays | 1.30pm – 5.30pm

Year 2 | Thursdays | 1.30pm – 5.30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Upon completion, students are eligible for four units of credit towards their VCE: two units at the Units 1 & 2 level and a Units 3 & 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT

80 hours of work placement (over two years) is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION

Kangan Institute students are required to provide their own safety gear including long-sleeved overalls and leather upper boots.

Ringwood Training students are required to provide and wear full length cotton drill overalls and steel-cap leather work boots. No bib and brace overalls. Clear lens safety glasses will be supplied

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Use hand tools
- Use power tools/hand held operations
- Produce basic engineering graphics

Sample competencies covered in Units 3 & 4 include:

- Perform computations
- Produce basic engineering sketches and drawings
- Handle engineering materials

CAREER OPPORTUNITIES

- Electrical Engineering
- Electrician

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

COURSE DESCRIPTION

This program is designed to give horse-enthusiasts an introduction to the equine industry. Students will gain essential communication skills, learn to work effectively in the industry and receive an introduction to Occupational Health and Safety procedures. Students will develop horse riding skills, learn to monitor and care for horses, and determine nutritional requirements for a range of horses.

ARE YOU SUITABLE?

Consider this course if:

- You like horses
- You have some basic knowledge and experience of horses
- You have basic horse-riding skills
- You are practical, patient and methodical
- You are physically fit and not allergic to horses
- You are interested in a career in the equine industry

VENUE

Box Hill Institute (Elgar and City Campuses)

RTO

Box Hill Institute

RTO Number: 4687

Website: www.bboxhill.edu.au

DAY & TIME

Box Hill Institute (Elgar Campus)

Units 1 & 2 | Tuesday | 4.00pm – 7.30pm

Units 1 & 2 | Wednesdays | 2.00pm – 5.30pm

Units 3 & 4 | Wednesdays | 2.00pm – 5.30pm

Box Hill Institute (City Campus)

Units 1 & 2 | Wednesdays | 2.00pm – 5.30pm

Units 3 & 4 | Wednesdays | 2.00pm – 5.30pm

Students are required to attend full practical training days, six times in the first year and three times in the second.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete Certificate II in Equine Industry will be eligible for up to six units of credit towards their VCE: four units at the Units 1 & 2 level, and a Units 3 & 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence of VCE VET Equine Studies must undertake scored assessment for the purpose of achieving a study score. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study.

WORK PLACEMENT

40 hours of work placement is recommended.

ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to:

- Have a current tetanus vaccination
- Have current Ambulance cover
- Attend the Box Hill Institute compulsory Orientation Day and a compulsory Practical Workshop (applies to Units 1 & 2 students only)

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Provide daily care for horses
- Handle horses
- Equine anatomy

Sample competencies covered in Units 3 & 4 include:

- Equine physiology
- Relate equine form and function
- Implement horse health and welfare practices

CAREER OPPORTUNITIES

- Equestrian Professional
- Equine Operations Manager
- Jockey
- Farrier
- Animal Technician
- Thoroughbred Trainer
- Stable hand
- Racing Steward
- Veterinarian
- Veterinary Nurse
- Zoologist

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

SIT30516 Certificate III in Events

COURSE DESCRIPTION

Coordinating festivals, weddings, conferences, special events or functions requires certain skills. This Certificate aims to provide a real insight into the events industry and the skills and knowledge required to be successful in this career.

ARE YOU SUITABLE?

Consider this course if:

- You like working with people
- You are very organised
- You are creative and imaginative
- You like designing and making things
- You are practical, patient, methodical and persistent
- You like to plan outings/events

VENUES

Holmesglen Institute (Moorabbin and Waverley Campuses)

RTO

Holmesglen Institute

RTO Number: 0416

Website: www.holmesglen.edu.au

DAY & TIME

Both Campuses

Year 1 | Wednesdays | 1.30pm – 5.00pm

Year 2 | Wednesdays | 1.30pm – 5.00pm

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

40 hours of work placement is recommended.

PROGRAM CONTENT

Sample competencies covered in the first year include:

- Process and monitor event registrations
- Provide service to customers
- Provide advice on Australian destinations

Sample competencies covered in the second year include:

- Show social and cultural sensitivity
- Provide event staging support
- Book supplier products and services

CAREER OPPORTUNITIES

- Event Manager
- Wedding Planner
- International Events
- Conferences Manager
- Functions Manager
- Festivals Manager
- Sporting Events Coordination

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

COURSE DESCRIPTION

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 the skills required to produce free standing furniture or built-in cabinets, broad based and core skills in Cabinet Making.

ARE YOU SUITABLE?

Consider this course if:

- You enjoy working in a creative team environment
- You would enjoy working with wood to create high quality products
- You are practical, patient, methodical and persistent
- You enjoy designing and creating practical, creative & innovative products
- You may be interested in a career in the Furnishing/ Cabinet Making or related industries

VENUES

Swinburne Senior Secondary College

RTO

Box Hill Institute

RTO Number: 4687

Website: www.boxhill.edu.au

DAY & TIME

Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm

Units 3 & 4 | Tuesdays | 4.00pm – 8.00pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Upon completion students are eligible for recognition of two units at Units 1 & 2 level, and a Units 3 & 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT

40 hours of work placement is strongly recommended.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Make simple timber joints
- Apply domestic surface coatings
- Join materials used in furnishing

Sample competencies covered in Units 3 & 4 include:

- Use furniture making sector hand and power tools
- Assemble furnishing components
- Undertake a basic furniture making project

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

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

COURSE DESCRIPTION

This course offers you the opportunity to acquire a wide range of skills. You will learn how to build retaining walls and lay paving, maintain gardens, test soil, drive a tractor, use a ride on mower and identify pests and diseases in plants. It is a great course if you want to work outdoors in a variety of situations.

The course also provides an introduction to careers in areas such as gardening, landscape gardening, nurseries, turf management, floriculture and arboriculture. This course is a great introduction to the horticulture industry.

ARE YOU SUITABLE?

Consider this course if:

- You are interested in gardening
- You like working outdoors
- You enjoy practical activities
- You are able to undertake manual work (including bending and lifting)
- You enjoy the natural environment

VENUES

CERES Community Environment Park
Holmesglen Institute (Waverley Campus)

RTO

Centre for Education & Research in Environment Strategy
(CERES)

RTO Number: 3686

Website: www.ceres.org.au

Holmesglen Institute

RTO Number: 0416

Website: www.holmesglen.edu.au

DAY & TIME

CERES Community Environment Park

Units 1 & 2 | Wednesdays | 1.30pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.00pm

Holmesglen Institute (Waverley Campus)

Units 1 & 2 | Wednesdays | 1.00pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.00pm – 5.00pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students will be eligible for up to two or more units at Units 1 & 2 level and a Units 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

Work placement is not required.

ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to provide their own safety gear including: safety boots, work overalls and sun protection. Also, this program incorporates an extensive practical component; therefore, some degree of physical fitness is required.

PROGRAM CONTENT

Sample competencies covered include:

- Assist with landscape construction work
- Pot up plants
- Plant trees and shrubs
- Undertake propagation activities

CAREER OPPORTUNITIES

Employment opportunities exist in a number of industry sectors such as landscaping, nursery, parks and gardens, and turf management. With additional training and experience, future employment opportunities may include nursery worker, grounds keeper, horticulturalist or landscaper.

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

Dual Program - SIT20316 Certificate II in Hospitality and SIT20416 Certificate II in Kitchen Operations (Partial Completion)

COURSE DESCRIPTION

The dual program provides an incredible opportunity for students to undertake two qualifications simultaneously - SIT20316 Certificate II in Hospitality and SIT20416 Certificate II in Kitchen Operations (partial completion) and receive additional credits towards their VCE/VCAL. The dual program provides participants with an overview of the hospitality industry as well as the necessary training and skills development for the achievement of competence in both of the following:

- Food Preparation
- Food and Beverage Service

Upon successful completion, students will have expanded pathway choices with the opportunity to continue further studies (i.e. Units 3 & 4) in either the Kitchen Operations or Hospitality streams.

ARE YOU SUITABLE?

Consider this course if:

- You like to work in a fast-paced environment
- You are interested in cooking
- You are creative
- You have a passion for food
- You are interested in a career in the Hospitality Industry
- You have the ability to multi task and pay attention to detail
- You possess excellent time management skills
- You enjoy being well presented and have good personal hygiene
- You have the ability to listen and follow instructions

VENUES

Mount Waverley Secondary College
Princes Hill Secondary College
Swinburne Senior Secondary College
The Little Kitchen That Could – South Melbourne

RTO

Inner Melbourne VET Cluster Inc
RTO Number: 21732
Website: www.imvc.com.au

DAY & TIME

Mount Waverley Secondary College
Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Princes Hill Secondary College
Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm

Swinburne Senior Secondary College
Units 1 & 2 | Wednesdays | 1.45pm – 5.45pm

The Little Kitchen That Could – South Melbourne
Units 1 & 2 | Wednesdays | 2.00pm – 6.00pm

Please Note: Students are required to complete an additional 12 Back of House service periods. This could be undertaken as part of a work placement or extra functions.

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students will be eligible for up to four units of credit for each stream. Two units at the Units 1 & 2 level for each stream.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must complete the second year of either stream and undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT

40 hours of Front of House work placement is required (i.e. 12 service periods).

ADDITIONAL REQUIREMENTS/INFORMATION

Students are required to wear a full chef's uniform during practical classes. Uniforms can be purchased from the IMVC (details to be provided at Information Evening). Closed toed black shoes are to be worn in both the kitchen and in front of house situations. Students will also need to wear a white shirt, black pants and footwear as above during their front of house practical placement.

PROGRAM CONTENT

Sample competencies include:

- Prepare and present simple dishes
- Produce dishes using basic methods of cookery
- Maintain the quality of perishable items

CAREER OPPORTUNITIES

- Chef
- Cook
- Food Production
- Catering Manager
- Kitchen Hand
- Waiter/Barman
- Hotel/Resort Manager
- Tourism Manager

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

COURSE DESCRIPTION

This is the Hospitality stream of the second year VCE VET Hospitality program. It is an extension of the knowledge and skills developed in Units 1 & 2. The program will cover subject areas such as food and beverage knowledge and service, espresso coffee and live service (front of house). Students will achieve competencies that will enhance their employment prospects in the hospitality industry.

ARE YOU SUITABLE?

Consider this course if:

- You like to work in a fast-paced environment
- You are interested in cooking
- You are creative
- You are interested in a career in the Hospitality Industry
- You have the ability to multi task
- You possess excellent time management skills
- You enjoy being well presented and have good personal hygiene
- You have the ability to listen and follow instructions
- You are keen to develop customer service skills

VENUES

William Angliss Institute

The Little Kitchen That Could – South Melbourne

RTO

William Angliss Institute

RTO Number: 3045

Website: www.angliss.edu.au

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: www.imvc.com.au

DAY & TIME

William Angliss Institute

Units 3 & 4 | Wednesdays | 2.00pm – 6.00pm

Practical classes in the William Angliss Restaurant are also scheduled throughout the year with students required to attend from 4 pm – 10pm on Wednesdays (Term 2 or 3 dates TBC).

The Little Kitchen That Could – South Melbourne

Units 3 & 4 | Tuesdays | 4.30pm – 8.30pm

Practical classes are also scheduled throughout the year with students required to stay until 10pm (Term 2 or 3 dates TBC).

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students will be eligible for up to four units of credit for each stream. Two units at the Units 1 & 2 level for each stream.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must complete the second year of either stream and undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT

40 hours of Front of House placement is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION

Students will need to purchase William Angliss Black Windsor Jacket. Students are also required to possess the following clothing requirements:

- Black tailored pants – black business style trousers with pocket (no hipsters, no jeans, spandex or leggings are permitted)
- Black shoes - lace ups preferred or a slight comfortable heel (no ballerina flats, platform, T-bar or high heels)
- Black socks or stockings

The Units 3 and 4 sequences of VCE VET Hospitality are not designed as stand-alone studies. Students are strongly advised against undertaking the Units 3 and 4 sequence without first completing the core units of competency from the Units 1 and 2 program.

PROGRAM CONTENT

Sample competencies covered in Units 3 & 4 include:

- Prepare and serve non-alcoholic beverages
- Serve food and beverages
- Provide advice on food

CAREER OPPORTUNITIES

- Front of House Manager
- Waiter/Barman
- Kitchen Hand
- Event Manager

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

SIT20416 Certificate II in Kitchen Operations (Units 3 & 4 - Second Year)

COURSE DESCRIPTION

This second year stream provides students with the skills and knowledge to be competent in a range of kitchen functions and activities to work in various hospitality enterprises where food is prepared and served. Upon successful completion students will be eligible to receive the SIT20416 in Kitchen Operations.

ARE YOU SUITABLE?

Consider this course if:

- You like to work in a fast-paced environment
- You are interested in cooking
- You are creative
- You have a passion for food
- You are interested in working in an Industrial Kitchen
- You have the ability to multi task and pay attention to details
- You possess excellent time management skills
- You enjoy being well presented and have good personal hygiene
- You have the ability to listen and follow instructions

VENUES

Swinburne Senior Secondary College
The Little Kitchen That Could – South Melbourne

RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: www.imvc.com.au

DAY & TIME

Swinburne Senior Secondary College
Units 3 & 4 | Tuesdays | 4.30pm – 8.30pm

The Little Kitchen That Could – South Melbourne
Units 3 & 4 | Thursdays | 4.30pm – 8.30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students will be eligible for up to four units of credit for each stream. Two units at the Units 1 & 2 level for each stream.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must complete the second year of either stream and undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT

Students will be required to undertake a minimum of 40 hours Back-of-House work placement. This could be undertaken as part of a work placement or extra functions.

PREREQUISITES

Students who express an interest in Units 3 & 4 (i.e. second year of the course), will need to have successfully completed all units of competency in Units 1 & 2 (i.e. first year of the course)

ADDITIONAL REQUIREMENTS/INFORMATION

Units 3 & 4 students will have to undertake an additional one-week training block during the July school holidays. Students are required to wear a full chef's uniform during practical classes and School Holiday Training Block programs.

PROGRAM CONTENT

Sample competencies covered in Units 3 & 4 include:

- Prepare appetisers and salads
- Prepare stocks, sauces and soups
- Prepare poultry dishes

CAREER OPPORTUNITIES

- Chef
- Cook
- Food Production
- Catering Manager
- Kitchen Hand

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

ICT30115 Certificate III in Information, Digital Media and Technology (Partial Completion)

COURSE DESCRIPTION

The competencies for ICT30115 Certificate III in Information, Digital Media and Technology are designed to provide students with the skills and knowledge to be competent in introductory ICT technical functions. These include hardware, software, operating systems, communication, occupational health and safety, sustainability, networking and application software. The qualification is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an advanced ICT user.

ARE YOU SUITABLE?

Consider this course if:

- You enjoy working with computers
- You like problem solving to make systems work and enjoy a challenge
- You are patient and methodical
- You are interested in new and complex technologies including computer hardware, mobile devices and software
- You are interested in the world of connected devices and how to work with them

VENUES

Ringwood Training
Templestowe College

RTO

Ringwood Secondary College trading as Ringwood Trade Training Facility

RTO Number: 22475

Web: www.ringwoodtraining.com

Chisholm Institute

RTO Number: 0260

Website: www.chisholm.edu.au

DAY & TIME

Ringwood Training

Units 1 & 2 | Wednesdays | 1.00pm – 4.30pm

Units 3 & 4 | Wednesdays | 1.00pm – 4.30pm

Templestowe College

Units 1 & 2 | Wednesdays | 1.45pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.45pm – 5.00pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students will be eligible for up to four units of credit for each stream. Two units at the Units 1 & 2 level for each stream.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must complete the second year of either stream and undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT

Templestowe College students are strongly recommended to undertake 30 hours of work placement (20 hours in the first year and 10 hours in the second year).

Ringwood Training students are not required to undertake work placement.

ADDITIONAL REQUIREMENTS/INFORMATION

Ringwood Training students will be offered additional training days during School Term holidays for those requesting extra class time.

Templestowe College students should bring a laptop.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Care for computer hardware
- Run standard diagnostic tests
- Operate application software packages

Sample competencies covered in Units 3 & 4 include:

- Install and optimise operating system software
- Maintain equipment and software
- Connect internal hardware components

CAREER OPPORTUNITIES

- Information Technology
- Network Manager
- Database Administrator
- Computer Programmer
- Software Testing
- Software Designer
- Data Entry Operator
- Systems Administrator

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

ICT30115 Certificate III in Information, Digital Media and Technology (Partial Completion) with an emphasis on Virtual Reality and Game Design

COURSE DESCRIPTION

The competencies for ICT30115 Certificate III in Information, Digital Media and Technology are designed to provide students with the skills and knowledge to be competent in introductory Virtual Reality and Game Design. With a dedicated Room-Scale Virtual Reality Laboratory, students will be prepared for the future developing a diverse range of practical skills and knowledge covering virtual reality, game design, animation, networking, hardware, collaboration and teamwork. Students will be prepared to pursue a career in cutting-edge technologies, information technology and networking.

ARE YOU SUITABLE?

Consider this course if:

- You enjoy working with computers
- You like problem solving to make systems work and enjoy a challenge
- You are creative, imaginative, patient and methodical
- You are interested in new and complex technologies including computer hardware, mobile devices and software
- You are interested in the world of connected devices and how to work with them

VENUE

Ringwood Training

RTO

Ringwood Secondary College trading as Ringwood Trade Training Facility

RTO Number: 22475

Web: www.ringwoodtraining.com

DAY & TIME

Units 1 & 2 | Wednesdays | 1.00pm – 4.30pm

Units 3 & 4 | Wednesdays | 1.00pm – 4.30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students will be eligible for up to four units of credit for each stream. Two units at the Units 1 & 2 level for each stream.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must complete the second year of either stream and undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT

Work placement is not required.

ADDITIONAL REQUIREMENTS/INFORMATION

Additional training days during School Term holidays will be offered to students at Ringwood Training.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Install and manage network protocols
- Run standard diagnostic tests
- Apply simple modelling techniques

Sample competencies covered in Units 3 & 4 include:

- Install and optimise operating system software
- Maintain equipment and software
- Design and apply simply textures to digital art

CAREER OPPORTUNITIES

- Information Technology
- Network Manager
- Database Administrator
- Computer Programmer
- Software Testing
- Software Designer
- Data Entry Operator
- Systems Administrator

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

COURSE DESCRIPTION

This course covers a range of technologies including basic electrical theory, electronic components, programmable logic devices, computer networking, sustainable energy and maintenance of rechargeable battery banks. The course is delivered using the project driven learning concept. The major project involves the students designing and building two energy efficient vehicles, then competing in a 24-hour energy efficiency trial.

ARE YOU SUITABLE?

Consider this course if:

- You are interested in electrical and electronic systems
- You like to understand how things work
- You are curious and interested
- You are patient, methodical and persistent
- You enjoy logical processes

VENUE

Northern College of the Arts and Technology

RTO

Northern College of the Arts and Technology

RTO Number: 6736

Website: www.ncat.vic.edu.au

DAY & TIME

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Thursdays | 1.30pm – 5.30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students will be eligible for up to four units of credit for each stream. Two units at the Units 1 & 2 level for each stream.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must complete the second year of either stream and undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT

80 hours of work placement (over two years) is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION

This course requires at least Year 10 Mathematical knowledge, and is not recommended if students find mathematics challenging at this level. For safety reasons there is a NCAT uniform for this course which is not included in the materials cost. Parents will receive a letter outlining specific details of the uniform and the supplier.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Carry out an integrated technology project
- Perform basic network and computer assembly
- Build a small wireless LAN
- Plan and build a system using fibre optic equipment

Sample competencies covered in Units 3 & 4 include:

- Work in an integrated technology environment
- Use electro-technology skills in integrated technology work
- Use software applications in integrated technology work
- Install, maintain and modify customer premises communicating cabling – ACMA restricted rule

CAREER OPPORTUNITIES

- Electronics Technician
- Computer Assembler
- Data communications Technician
- Telecommunications
- Electronic Engineering
- Computer Systems

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

COURSE DESCRIPTION

This qualification describes the skills and knowledge required to provide practical assistance and advice to customers on interior decorating in a retail showroom or residential environment.

The qualification is designed to develop the knowledge and skills for the selection and coordination of interior furnishings and finishes for residential and commercial interiors. The program provides you with the practical skills and knowledge to plan and implement creative decoration solutions to apply to a diverse range of projects.

The program will provide you with skills to present your initial ideas through to concept sketches and to final implementation. Areas of study include colour theory, soft furnishings, hard materials and client communication. To produce and develop a fantastic portfolio, computer programs such as Photoshop, InDesign, Word and Excel are used to create and present the project work.

ARE YOU SUITABLE?

Consider this course if:

- You are creative and design-oriented
- You like to decorate and style rooms
- You have an interest in fabrics, colour furniture and lighting
- You are flexible and able to adapt in a team setting
- You are comfortable using computer software
- You are keen to learn more about the interior design industry

VENUE

Holmesglen Institute (Chadstone Campus)

RTO

Holmesglen Institute

RTO Number: 0416

Website: www.holmesglen.edu.au

DAY & TIME

Year 1 | Wednesdays | 1.30pm – 5.30pm

Year 2 | Wednesdays | 1.30pm – 5.30pm

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

Work placement is not required.

PROGRAM CONTENT

Sample competencies covered in the first year include:

- Produce drawings from design concepts
- Explore the use of colour
- Provide technical advice to customers
- Advise customers on interior decoration

Sample competencies covered in the second year include:

- Style a retail display
- Recommend home and home improvement products and services
- Estimate and cost job
- Evaluate the nature of design in a specific industry context

CAREER OPPORTUNITIES

- Interior designer – sole practitioner or within a design practice
- Interior decorator – sole practitioner or within a design practice
- Specialised commercial project manager
- Specialised residential project manager
- Design firm administrator
- Specialised areas of design i.e. bathroom, kitchen, restoration, hospitality and health care projects

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

MSL30116 Certificate III in Laboratory Skills

COURSE DESCRIPTION

This is an entry level course for laboratory personnel in many industry sectors such as construction, materials testing, environmental monitoring, food testing, pathology testing and mineral assaying.

Students contemplating engineering or science pathways like scientific research, biomedical science, chemical engineering, or similar will also benefit from the practical skills gained in this course.

ARE YOU SUITABLE?

Consider this course if:

- You enjoy science
- You like to question processes
- You are organised and patient
- You are careful and methodical
- You are flexible and able to adapt in a team setting
- You are interested in a career in the sciences or engineering

VENUE

Box Hill High School

RTO

Box Hill Institute

RTO Number: 4687

Website: www.bboxhill.edu.au

DAY & TIME

Units 1 & 2 | Wednesdays | 1.30pm – 5.00pm

Units 3 & 4 | Wednesdays | 1.00pm – 5.00pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students will be eligible for up to four units of credit for each stream. Two units at the Units 1 & 2 level for each stream.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must complete the second year of either stream and undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT

80 hours of work placement is strongly recommended.

PREREQUISITES

To be considered for this program, students must have successfully completed Year 9 Maths.

ADDITIONAL REQUIREMENTS/INFORMATION

Normal school wear including closed-toed shoes should be worn. All items such as safety glasses, lab coats and gloves will be provided to students.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Plan and conduct laboratory/field work
- Receive and prepare samples for testing
- Perform basic tests

Sample competencies covered in Units 3 & 4 include:

- Perform aseptic techniques
- Prepare working solutions
- Perform microscopic examination

CAREER OPPORTUNITIES

- Laboratory Assistant
- Laboratory Technician
- Scientist

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

COURSE DESCRIPTION

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

ARE YOU SUITABLE?

Consider this course if:

- You have a complete willingness to have your make-up applied by other students
- You like to work with people
- You are interested in skin care and beauty
- You are creative, imaginative and possess artistic skills
- You are practical, patient, methodical and persistent
- You like to be well-presented
- You have good listening skills
- You have the ability to work under pressure and independently
- You pay excellent attention to detail
- You are highly organised and punctual

VENUE

Avidity – Albert Park

RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: www.imvc.com.au

DAY & TIME

Avidity – Albert Park

Year 1 | Wednesdays | 1.45pm – 5.45pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete the VCE VET Make-Up Program will be eligible for recognition of up to two units at the Units 1 & 2 level, and a Units 3 & 4 sequence.

ATAR: This course is not a Scored Assessment program, thus students do not sit an exam at the end of the second year, but can receive a block credit 10% increment to their ATAR.

WORK PLACEMENT

80 hours of work placement is strongly recommended (40 hours each year). The placement can be in any retail outlet and not necessarily confined to the make-up/cosmetics industry.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Design and apply make-up
- Design and apply make-up for photography
- Design and apply remedial camouflage make-up

Sample competencies covered in Units 3 & 4 include:

- Provide lash and brow services
- Apply eyelash extensions
- Apply airbrushed make-up

CAREER OPPORTUNITIES

- Fashion Makeup Artist
- Beauty Makeup Artist
- Freelance Makeup Artist
- Beauty and Make-Up Advisor

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

Making Alternatives Possible (MAP)

COURSE DESCRIPTION

The MAP Program is a re-engagement program designed for young adults who are seeking an alternative learning environment to mainstream schooling. The program aims to inspire them to explore what they want to achieve in the future, by acquiring essential skills, knowledge and competencies in preparation for further education, training or employment.

Students participate in career and industry exploration activities beyond the classroom and the program's small-group setting provides for a more supportive and individualised approach to learning.

IMVC will be delivering the MAP program in two regions during 2019: Inner and Western Melbourne.

ARE YOU SUITABLE?

Consider this course if:

- You are willing to commit
- You desire a nurturing environment to develop a new skill set
- You have a desire to re-enter education or;
- You are interested in employment pathways

VENUE

Inner Melbourne

Venue: IMVC, Level 1, 71 Palmerston Crescent,
South Melbourne
Dates: 8 October – 14 December
Days: Monday, Tuesday and Friday
Times: 9:00am - 3:00pm

Western Melbourne

Venue: Wyndham Youth Resource Centre, 86
Derrimut Road, Hoppers Crossing
Dates: 8 October – 13 December
Days: Monday, Tuesday and Thursday
Times: 9:00am - 3:00pm

PROGRAM CONTENT

Program content includes five major areas:

- Maths for Life
- Research and Report Writing
- Pathway Planning
- Ready Set Work
- Event Management

PATHWAYS

At the conclusion of this program students can undertake a broad range of further study from VCAL (in both a school and out of school setting), traineeship or a range of certificate level courses. Career counselling will be offered to all students enrolled in the program.

INFORMATION SESSION:

More information about this program will be provided at the compulsory information evening to be held at IMVC – Level 1, 71 Palmerston Crescent, South Melbourne, date and time to be confirmed. Attendance is compulsory for prospective students.

CUA30915 Certificate III in Music Industry (Performance Specialisation)

COURSE DESCRIPTION

This program enables students to apply a broad range of knowledge and skills in varied work contexts in the music industry. The VET courses prepare students for work in the music industry in areas such as performance, critical listening, music management and music promotions.

ARE YOU SUITABLE?

Consider this course if:

- You already play an instrument and/or sing, and want to improve as a musician, and perform as part of a band
- You are keen to perform in front of an audience
- You are willing to learn music theory to improve your ability as a performer
- You are flexible and able to adapt in a team setting
- You are creative
- You may be interested in a career in the entertainment industry

VENUE

Swinburne Senior Secondary College

RTO

Australian College of the Arts Pty Ltd

RTO Number: 0109

Website: www.collarts.edu.au

DAY & TIME

Swinburne Senior Secondary College

Units 1 & 2 | Mondays | 4.30pm – 8.00pm

Units 3 & 4 | Thursdays | 5.00pm – 8.30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who successfully complete Certificate III in Music will be eligible for up to five units of credit towards their VCE: up to three at the Units 1 & 2 level and a Units 3 & 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT

80 hours of work placement (over two years) is recommended.

PREREQUISITES

All students are required to have:

- Ownership of a musical instrument and evidence that they access private music tutorials on a weekly basis (e.g. letter from their teacher); or
- Students who do not play musical instruments, but sing; will also need to provide evidence that they attend professional singing lessons.

ADDITIONAL REQUIREMENTS/INFORMATION

Students will be allocated to classes to ensure a suitable mix of instrumentalists and vocalists are provided to each group.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Compose simple songs or musical pieces
- Develop ensemble skills for playing or singing music
- Work effectively in the music industry

Sample competencies covered in Units 3 & 4 include:

- Develop technical skills in performance
- Develop improvisation skills
- Prepare for performance

CAREER OPPORTUNITIES

- Musician
- Music Technician
- Singer
- Songwriter
- Stage Producer
- Director
- Stage Manager
- Session Musician
- Performer
- Band member
- Promoter

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.



CUA30915 Certificate III in Music Industry (Electronic Music Creation and Performance focus)

COURSE DESCRIPTION

This program is unique in that it provides an Electronic Music Creation and Performance focus. Industry experience shows this is in line with current workplace practices, as well as a focal point for students. This program enables students to apply a broad range of knowledge and skills in varied work contexts in the music industry. The VET courses prepare students for work in the music industry in areas such as performance, critical listening, music management and music promotions.

ARE YOU SUITABLE?

Consider this course if:

- You have some music theory knowledge
- You are flexible and able to adapt in a team setting
- You are creative
- You have an interest in Music technology
- You have an interest in Composition
- You are willing to learn about various aspects of the Music Industry

VENUE

Sydney Road Community School

RTO

COSAMP (College of Sound and Music Production)

RTO Number: 41549

Website: www.cosamp.com.au

DAY & TIME

Sydney Road Community School

Units 1 & 2 combined with Units 3 & 4 | Wednesdays |

1.30pm – 5.00pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who successfully complete Certificate III in Music will be eligible for up to four units of credit towards their VCE: up to two at the Units 1 & 2 level and a Units 3 & 4 sequence.

ATAR: This course is not a Scored Assessment program, thus students do not sit an exam at the end of the second year, but can receive a block credit 10% increment to their ATAR.

WORK PLACEMENT

Work placement is not required.

ADDITIONAL REQUIREMENTS/INFORMATION

There are no prerequisites. This course is not a Scored Assessment program; thus students do not sit an exam at the end of the second year. This is a decision that has been made by the course trainers to provide a robust and inclusive package of UoCs that are in line with current music industry trends, as well as the interests and needs of Sydney Road Community School students.

PROGRAM CONTENT

Sample competencies covered in both Units include:

- Perform basic sound editing
- Use advance features of computer applications
- Incorporate music technology into performance
- Develop simple musical pieces using electronic media
- Compose simple songs or musical pieces

CAREER OPPORTUNITIES

- Music Production
- Sound Designer
- Performer
- Promoter

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

CUA30915 Certificate III in Music Industry (Sound Production Specialisation)

COURSE DESCRIPTION

This program aims to provide students with the broad-based knowledge and skills required to work in the music industry in a range of areas such as recording, mixing and editing sound sources. Students will gain competencies that will enhance their employment opportunities within the music industry, and a recognised qualification that will assist them in making a more informed choice when considering vocational and career pathways.

ARE YOU SUITABLE?

Consider this course if:

- You like music
- You are comfortable working with computers, tools, electronics and other technology
- You have some basic music theory and/or can play an instrument
- You are interested in recording and mixing sound
- You are creative and practical
- You are interested in a career in the entertainment industry

VENUES

Swinburne Senior Secondary College
Xavier College

RTO

RTO: COSAMP (College of Sound and Music Production) (for Swinburne Senior Secondary College)

RTO Number: 41549

Website: www.cosamp.com.au

Vocational Pathways Pty Ltd trading as Ripponlea Institute (for Xavier College)

RTO Number: 21230

Website: www.ripponleainstitute.com

DAY & TIME

Swinburne Senior Secondary College

Units 1 & 2 | Wednesdays | 9.00am – 12.30pm

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Tuesdays | 4.30pm – 8.00pm

Xavier College

Units 1 & 2 | Wednesdays | 1.45pm – 5.15pm

Units 3 & 4 | Tuesdays | 4.30pm – 8.00pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who successfully complete Certificate III in Music will be eligible for up to four units of credit towards their VCE: up to two at the Units 1 & 2 level and a Units 3 & 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT

40 hours of work placement (over two years) is recommended.

ADDITIONAL REQUIREMENTS/INFORMATION

Students will be required to purchase a memory stick (further details to be provided at the course Information Session).

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Perform basic sound editing
- Repair and maintain audio equipment
- Provide event staging support

Sample competencies covered in Units 3 & 4 include:

- Manage audio input sources
- Record and mix a basic music demo
- Operate sound reinforcement systems

CAREER OPPORTUNITIES

- Musician
- Music Technician
- Stage Producer
- Sound and Lighting Technician
- Director
- Stage Manager
- Musical Therapist
- Digital Audio Technician
- Sound Engineer
- Broadcaster

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

22305VIC Certificate III in Musical Instrument Making and Maintenance

COURSE DESCRIPTION

The aim of this qualification is to provide the skills and knowledge for a musical instrument maker to design, make and repair quality musical instruments. After an extensive OH&S program, incorporating theory and workshop induction, students will build an electric guitar neck, a Cajon (percussion instrument), a xylophone, repair a snare drum and a clarinet, make a flageolet, a traverse flute and an electric slide guitar. In the second year the students build a tenor ukulele, a tenor acoustic guitar and a solid body electric guitar.

ARE YOU SUITABLE?

Consider this course if:

- You enjoy working with music and sound
- You like working with your hands
- You are creative
- You like to design and are keen to gain skills in reading designs
- You enjoy music and musical instruments

VENUE

Northern College of the Arts and Technology

RTO

Northern College of the Arts and Technology

RTO Number: 6736

Website: www.ncat.vic.edu.au

DAY & TIME

Year 1 | Wednesdays | 9.00am – 3.15pm

Year 2 | Wednesdays | 9.00am – 3.15pm

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

Work placement is not required.

ADDITIONAL REQUIREMENTS/INFORMATION

Students must wear closed shoes and a protective coat.

PROGRAM CONTENT

Sample competencies covered in Year 1 include:

- Make percussion instruments
- Make electric guitars
- Make aerophone instruments

Sample competencies covered in Year 2 include:

- Make special stringed instruments
- Maintain and service woodwind instruments
- Apply surface coatings by hand

CAREER OPPORTUNITIES

With additional training and experience, possible future career opportunities include:

- Working with 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 in store

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

SIS20213 Certificate II in Outdoor Recreation

COURSE DESCRIPTION

The course in outdoor recreation provides students with the skills and knowledge to competently perform the core skills in outdoor recreation environments and assist with the conduct of a range of outdoor activities. Work in the outdoor recreation industry will be undertaken in field locations such as camps, or in indoor recreation facilities, and in a variety of environments such as water-based, dry land and mountainous terrains, using a diverse range of equipment.

ARE YOU SUITABLE?

Consider this course if:

- You enjoy the outdoor environment
- You like organising
- You are patient and methodical
- You are interested in fitness or recreation
- You enjoy working with people
- You are fit and healthy

VENUES

Holmesglen Institute (Moorabbin and Waverley Campuses)

RTO

Holmesglen Institute

RTO Number: 0416

Website: www.holmesglen.edu.au

DAY & TIME

Both Campuses

Units 1 & 2 | Wednesdays | 1.30pm – 4.30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students completing this program will be eligible for up to three units of credit at the Units 1 & 2 level.

ATAR: There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student's primary four.

Please note this is a one-year program.

WORK PLACEMENT

Work placement is not required.

ADDITIONAL REQUIREMENTS/INFORMATION

The course will consist of multiple outdoor experiences to develop practical skills and knowledge. These will include day trips on weekends and extended camps during school holidays. Attendance will be compulsory.

Students will be required to complete the compulsory Units 1 & 2 First Aid module (HLTAID003 Provide first aid) in the school holidays. Dates TBC.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Demonstrate basic off-road cycling skills
- Demonstrate simple canoeing skills
- Use and maintain a temporary or overnight site

CAREER OPPORTUNITIES

- Adventure Tourism Guide
- School Camp Leader
- Outdoor Education Teacher
- Ski Resort Employee
- Lift Operator / Ski Patroller / Ski Instructor
- Ranger
- Parks Education Officer
- Sustainability Educator
- Recreation Officer
- Environmental Scientist
- Resort Manager
- Community Sports Manager

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

COURSE DESCRIPTION

The pre-apprenticeship program is designed for students who are considering a career in the plumbing industry. It will prepare them for employment as an apprentice in the plumbing trade.

The course equips students with the skills and knowledge to enhance their employment prospects, with strong emphasis on sustainability and safe plumbing principles. It helps to develop social and personal skills relevant to the workplace, as well as providing an understanding of the nature of the work and conditions.

ARE YOU SUITABLE?

Consider this course if:

- You like working with metal
- You like working outdoors and do not mind digging
- You are practical, patient, methodical and persistent
- You enjoy using logical processes to solve problems
- You are interested in a career in the Plumbing industry
- You are comfortable to lift and move heavy items

VENUES

Box Hill Institute (Elgar Campus)
Northern College of the Arts and Technology

RTO

Box Hill Institute

RTO Number: 4687

Website: www.bboxhill.edu.au

Northern College of the Arts and Technology

RTO Number: 6736

Website: www.ncat.vic.edu.au

DAY & TIME

Box Hill Institute

Year 1 | Wednesdays | 8.00am – 12.30pm

Year 1 | Wednesdays | 1.30pm – 6.00pm

Year 2 | Wednesdays | 8.00am – 12.30pm

Year 2 | Wednesdays | 1.30pm – 6.00pm

Northern College of the Arts and Technology

Year 1 | Wednesdays | 8.30am – 12.30pm

Year 1 | Wednesdays | 1.30pm – 5.30pm

Year 2 | Thursdays | 1.30pm – 5.30pm

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available for this program only at the Units 1 & 2 level.

ATAR: There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student's primary four.

WORK PLACEMENT

Work placement is not required.

PREREQUISITES

It is recommended participants have a minimum sound achievement of Year 10 Maths and English or equivalent, and an aptitude for practical work.

ADDITIONAL REQUIREMENTS/INFORMATION

NCAT students must possess the following: steel capped safety boots and full uniform (vintage trouser, drill shirt & windcheater), safety glasses, earmuffs, 8m tape measure, manila or plastic assignment folders, loose leaf paper, pens, pencils, USB drive & calculator.

Box Hill Institute students must possess the following: leather upper work boots, blue overalls, pair of clear safety glasses (AS/NZS 1337:1992), pair of oxy welding glasses (AS/NZS 1338.1), and a pair of Ear Muffs/Ear Protection.

PROGRAM CONTENT

Sample competencies covered in Year 1 include:

- Use basic plumbing hand tools
- Perform basic oxy-acetylene welding and cutting
- Apply basic sheet metal practices

Sample competencies covered in Year 2 include:

- Use plumbing pipes, fittings and fixtures to simulate plumbing installations
- Fabricate simple plumbing pipe systems
- Cut and penetrate building materials and structures

CAREER OPPORTUNITIES

- Sanitary and gas fitter plumbing
- Heating and Ventilating (sustainable plumbing)
- Domestic, Commercial and industrial plumbing
- Refrigeration

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

ICP20115 Certificate II in Printing and Graphic Arts

COURSE DESCRIPTION

The Certificate II in Printing is a pre-apprenticeship program that introduces students to the world of modern printing. Training takes place in our purpose built Digital Print Centre and covers the foundations of digital printing, including editing of digital images and basic design skills. At the completion of the program students have the skills required to enter a printing apprenticeship, but also have many skills transferable into design programs.

ARE YOU SUITABLE?

Consider this course if:

- You have an interest and hold basic skills in technology
- You are mechanically minded
- You are creative
- You enjoy design
- You have basic maths skills

VENUE

Holmesglen Institute (Chadstone Campus)

RTO

Holmesglen Institute

RTO Number: 0416

Website: www.holmesglen.edu.au

DAY & TIME

Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.30pm

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

Work placement is not required.

ADDITIONAL REQUIREMENTS/INFORMATION

There are additional scheduled visits, off Chadstone campus, to recognised companies identified as exemplars, using advanced technologies and processes, as well as technology providers' demonstrations and events organised by industry.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Produce and manage basic digital print
- Develop a basic design concept
- Undertake basic machine maintenance

Sample competencies covered in Units 3 & 4 include:

- Use colour management systems
- Use digital media consumables
- Use digital processes

CAREER OPPORTUNITIES

- Print Operator
- Print Quality Manager
- Print Supervisor
- Print Communications Specialist

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

COURSE DESCRIPTION

This one-year program is designed as an entry point to the makeup industry and includes a comprehensive makeup and skin care training kit. This program is ideal for students interested in a career as an in-store cosmetics consultant or as a pathway to a professional makeup artist qualification.

The program focuses on developing job-specific skills in demonstrating retail skin care products and designing and applying makeup. You'll also receive training in customer service, financial transactions and other retail service skills.

ARE YOU SUITABLE?

Consider this course if:

- You have a complete willingness to have your make-up applied by other students
- You like to work with people
- You are interested in skin care and beauty
- You are interested in sales
- You are practical, patient, methodical and persistent
- You like to be well-presented
- You are comfortable speaking to people you don't know

VENUES

Avidity – Albert Park
South Oakleigh Secondary College

RTO

Inner Melbourne VET Cluster Inc.
RTO Number: 21732
Website: www.imvc.com.au

DAY & TIME

Avidity – Albert Park
Year 1 | Tuesdays | 4.00pm – 8.00pm

South Oakleigh Secondary College
Year 1 | Wednesdays | 1.30pm – 5.30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Recognition of up to five units at Units 1 and 2 level.

ATAR: There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student's primary four.

Please note this is a one-year program.

WORK PLACEMENT

40 hours of work placement is strongly recommended.

PROGRAM CONTENT

Sample competencies include:

- Design and apply make-up
- Sell to the retail customer
- Advise on beauty products and services

CAREER OPPORTUNITIES

- Makeup Artist
- Retail Cosmetic Consultant
- Beauty Therapist
- Retail Cosmetic Manager

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

SHB20216 Certificate II in Salon Assistant

COURSE DESCRIPTION

This program is ideal for students interested in a career in hairdressing. On successful completion of this course, students will be well placed to apply for a hairdressing apprenticeship.

This course allows students to develop their creative and practical skills within a real salon setting. The program is very hands-on and focused on developing employability skills. Learn how to prepare clients for salon services, safe use of hairdressing tools and equipment, hair styling techniques and products, all whilst gaining knowledge of the hairdressing industry.

ARE YOU SUITABLE?

Consider this course if:

- You have a complete willingness to have your hair washed, dried and styled by other students
- You like communicating with people and possess good listening skills
- You are creative
- You are practical, patient, methodical and persistent
- You enjoy washing and styling hair
- You are interested in a career in the Hair and Beauty Industry
- You have the ability to adapt to changing situations and different client needs
- You take pride in being well presented and have good personal hygiene

VENUES

Avidity – Albert Park
South Oakleigh Secondary College

RTO

Inner Melbourne VET Cluster Inc.
RTO Number: 21732
Website: www.imvc.com.au

DAY & TIME

Avidity – Albert Park
Year 1 | Tuesdays | 4.00pm – 8.00pm

South Oakleigh Secondary College
Year 1 | Wednesdays | 1.30pm – 5.30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Recognition of up to five units at Units 1 and 2 level.

ATAR: There is no ATAR contribution. This subject does not have a study score and therefore cannot contribute towards the student's primary four.

Please note this is a one-year program.

WORK PLACEMENT

40 hours of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION

Hairdressing kit and workbooks will be provided and are included in course fees. Students are required to wear comfortable neat clothes and enclosed, non-slip shoes.

PROGRAM CONTENT

Sample competencies include:

- Provide shampoo and basin services
- Perform head, neck and shoulder massage for relaxation
- Dry hair to shape

CAREER OPPORTUNITIES

- Hairdresser
- Stylist
- Salon Manager
- Retail Manager

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

CUA31015 Certificate III in Screen and Media (Creative and Digital Media)

COURSE DESCRIPTION

This course will enable students to develop skills in designing for a range of specific audiences and working with audio, Video, complex graphics, Web Design and 2D animation. Successful completion of the certificate will support students entering further studies and enhancing opportunities for other vocational and post-secondary educational pathways.

ARE YOU SUITABLE?

Consider this course if:

- You enjoy working with computers
- You like problem solving
- You are patient and methodical
- You are creative
- You enjoy designing
- You would like to learn about multimedia software and animation
- You have had exposure to DSLR cameras, html and web design

VENUES

Inner Melbourne VET Cluster
Swinburne Senior Secondary College

RTO

Inner Melbourne VET Cluster Inc.
RTO Number: 21732
Website: www.imvc.com.au

DAY & TIME

Inner Melbourne VET Cluster
Units 1 & 2 | Wednesdays | 1.30pm – 5.30pm

Swinburne Senior Secondary College
Units 1 & 2 | Wednesdays | 1.45pm – 5.15pm
Units 3 & 4 | Tuesdays | 4.30pm – 8.00pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete Certificate III in Screen and Media will be eligible for up to four units of credit at the Units 1 & 2 level and a Units 3 & 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study. Students who undertake additional training from Certificate III and achieve a further 3 and 4 sequence may be eligible for an increment towards their ATAR (10% of the lowest of the primary four scaled studies).

WORK PLACEMENT

40 hours of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION

Students will be required to purchase a memory stick (further details to be provided at the course Information Session).

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Develop drawing skills to communicate ideas
- Produce digital images for the web
- Work effectively in the creative arts industry

Sample competencies covered in Units 3 & 4 include:

- Create 2D digital animations
- Author interactive sequences
- Create visual design components

CAREER OPPORTUNITIES

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

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

CUA31015 Certificate III in Screen and Media (Game Design and Animation focus)

COURSE DESCRIPTION

This program introduces students to the many career opportunities available for 3D artists, animators and designers. The course focuses on 3D animation and game Design, providing students an understanding of the creative potential and application of 3D animation and game software in the games, film and visual effects industry.

ARE YOU SUITABLE?

Consider this course if:

- You enjoy working with people in a team
- You like creating stories and characters
- You are curious, interested, creative
- You are comfortable with operating computers
- You are comfortable with learning new software
- You are thinking about a career in Media – Television, Film, Games Development, etc.

VENUE

Collingwood College

RTO

The Academy of Interactive Entertainment Ltd

RTO Number: 88021

Website: www.aie.edu.au

DAY & TIME

Year 1 | TBC

Year 2 | TBC

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete Certificate III in Screen and Media will be eligible for up to four units of credit at the Units 1 & 2 level and a Units 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

Work placement is not required.

PROGRAM CONTENT

Sample competencies covered in the first year include:

- Create 3D digital animations
- Develop drawing skills to communicate ideas
- Explore and apply creative design process to 3D forms

Sample competencies covered in the second year include:

- Use advance features of computer applications
- Create 3D digital models
- Prepare audio assets

CAREER OPPORTUNITIES

- Games Developer
- Animator
- Film/television/VFX
- Medical Visualisation
- Defence Simulations
- Architecture and town Planning
- Simulations
- Advertising
- Graphic Designer

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

COURSE DESCRIPTION

Small business is increasingly relying on staff who are capable of contributing to market research, marketing and business planning. This course will teach you these skills, in addition to learning about event management, social media collaboration and innovating trends. By 2020 drones will be an essential technology in a huge range of industries, to increase efficiency, safety, profitability, and innovation in business, hence incorporating this skillset into this course, giving you skills that others will crave for.

ARE YOU SUITABLE?

Consider this course if:

- You are innovative
- You are organised
- You are entrepreneurial
- You would like to know more about marketing and/or finance
- You are keen to build the skills required for business related work
- You are interested in being an entrepreneur
- You have an interest in aviation/drones

VENUE

Holmesglen Institute (Waverly Campus)

RTO

Holmesglen Institute

RTO Number: 0416

Website: www.holmesglen.edu.au

DAY & TIME

Units 1 & 2 | Wednesdays | 1.00pm – 4.00pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who complete the Certificate II in Small Business (Operations/Innovation) will be eligible for up to three units of credit at the Units 1 & 2 level and a Units 3 & 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

Work placement is not required.

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 include:

- Follow small business policies & procedures
- Contribute to small business operations & innovations
- Assist with the presentation of public activities & events

Sample competencies covered in Units 3 & 4 include:

- Undertake basic market research & promotion for a small business product or service
- Contribute to small business planning
- Organise and complete daily work activities

CAREER OPPORTUNITIES

Learned business skills will allow you to work in a variety of roles within business. It will help provide the necessary skills for you to run your own business and act as a platform for further education in business or aviation, which some employers may desire (e.g. certificate, diploma or degree pathways).

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

SIS30115 Certificate III in Sport and Recreation

COURSE DESCRIPTION

You will develop knowledge of the sporting industry and relevant workplace skills. You will learn about the preparation and equipment required for sporting and recreation sessions, how to conduct these sessions, first aid and how to deal with clients. There will be a wide variety of sports covered that will be tailored to your interests. The second year of the course has a focus on fitness training and instruction. You will also develop a knowledge of sport and recreation markets and participation patterns, and go on to develop public education courses in a related area.

ARE YOU SUITABLE?

Consider this course if:

- You enjoy working with people
- You enjoy organising
- You are interested in sport, fitness or recreation
- You are fit and healthy

VENUES

Camberwell High School (Basketball Stream)

Holmesglen Institute (General Stream)

Northern College of the Arts and Technology (General Stream)

Box Hill Institute (Elgar Campus) (General Stream)

RTO

IVET Institute Pty Ltd

(For Camberwell High School)

RTO Number: 40548

Website: www.ivetresources.com.au

Holmesglen Institute

RTO Number: 0416

Website: www.holmesglen.edu.au

Northern College of the Arts and Technology

RTO Number: 6736

Website: www.ncat.vic.edu.au

Box Hill Institute

RTO Number: 4687

Website: www.bboxhill.edu.au

DAY & TIME

Camberwell High School

Units 1 & 2 | Wednesdays | 1.45pm – 4.45pm

Holmesglen Institute (Waverly Campus)

Units 1 & 2 | Wednesdays | 1.30pm – 4.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 4.30pm

Northern College of the Arts and Technology

Units 1 & 2 | Wednesdays | 9.00am – 12.30pm

Units 3 & 4 | Wednesdays | 1.30pm – 5.00pm

Box Hill Institute

Units 3 & 4 | Wednesdays | 1.30pm – 6.00pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Students who undertake the Certificate III in Sport and Recreation will be eligible for up to three units of credit at the Units 1 & 2 level and a Units 3 & 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 & 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study.

WORK PLACEMENT

80 hours of work placement is strongly recommended.

ADDITIONAL REQUIREMENTS/INFORMATION

Students will be required to complete the compulsory Units 1 & 2 First Aid module (HLTAID003 Provide First Aid) in the school holidays. Dates will be confirmed.

Box Hill Institute – Students must have successfully completed Year 10 (or Year 9 by negotiation).

PROGRAM CONTENT

Sample competencies covered in Units 1 & 2 Basketball Stream include:

- Develop and update officiating knowledge
- Conduct sport, fitness or recreation events
- Teach fundamental basketball tactics and game strategy

Sample competencies covered in Units 1 & 2 General Stream include:

- Assist with activity sessions
- Conduct sport, fitness or recreation events
- Maintain sport, fitness and recreation industry knowledge

Sample competencies covered in Units 3 & 4 General Stream include:

- Conduct basic warm-up and cool down programs
- Facilitate groups
- Plan and conduct programs

CAREER OPPORTUNITIES

- Coach
- Recreation Officer

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

COURSE DESCRIPTION

The tourism industry is an ever changing and exciting industry to work in. Throughout the course you will learn about the different career prospects the tourism industry can offer. You will discover Australian and International destinations and promote overseas cities. You will develop the skills and knowledge to organise a customer's dream holiday from start to finish.

In the second year of the program, students will be given an opportunity to take an optional trip to the Gold Coast to explore the operations of a theme park and learn about the local attractions.

ARE YOU SUITABLE?

Consider this course if:

- You enjoy working with people
- You have a genuine interest in travel, world events and cultures
- You like using computers and other office technology
- You are organised and methodical
- You enjoy working as part of a team

VENUES

Holmesglen Institute (Moorabbin and Waverley Campuses)

RTO

Holmesglen Institute

RTO Number: 0416

Website: www.holmesglen.edu.au

DAY & TIME

Both Campuses

Year 1 | Wednesdays | 1.30pm – 5.00pm

Year 2 | Wednesdays | 1.30pm – 5.00pm

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

40 hours of work placement is strongly recommended.

PROGRAM CONTENT

Sample competencies covered in the first year include:

- Develop and update tourism industry knowledge
- Construct domestic airfares
- Source and provide Australian destination information and advice

Sample competencies covered in the second year include:

- Sell tourism products and services
- Process travel related documentation
- Source and provide international destination information and advice

CAREER OPPORTUNITIES

The tourism industry is an ever changing and exciting industry to work in. Career prospects range from selling dream holidays to customers as a travel agent, working for an airline, to guiding local and international tours.

- Event Manager
- Travel Consultant
- Reservation Sales Agent
- Tour Guide
- Theme Park Attendant

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

CUA20715 Certificate II in Visual Arts

COURSE DESCRIPTION

The Certificate II in Visual Arts is designed to provide participants with the opportunity to build skills and knowledge in Art and Design as well as to begin to prepare a portfolio for further study or entry-level positions in the creative industry.

Students explore a range of techniques in sculpture, painting, printmaking and textiles and apply these skills to independent and group projects. Students will attend galleries and studios as well as working with specialists from Melbourne's creative community.

ARE YOU SUITABLE?

Consider this course if:

- You enjoy working different products to create
- You like hands on activities
- You desire a keen sense of imagination and vision
- You enjoy learning about artist history and the theory behind artwork
- You are creative and enjoy designing

VENUES

Northern College of the Arts and Technology

RTO

Northern College of the Arts and Technology

RTO Number: 6736

Website: www.ncat.vic.edu.au

DAY & TIME

Year 1 | Wednesdays | 9.00am – 12.30pm

Year 1 | Wednesdays | 1.30pm – 5.00pm

Year 2 | Wednesdays | 9.00am – 12.30pm

Year 2 | Wednesdays | 1.30pm – 5.00pm

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

VCE: Block credit arrangements are available for this program.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student's primary four. Students who receive a Units 3 & 4 sequence may be eligible for a 10% increment towards their ATAR (10% of the lowest result of your primary four scaled studies). Please note the student must already have English and three other fully scored VCE/VET subjects to create the primary four.

WORK PLACEMENT

Work placement is not required.

PROGRAM CONTENT

Sample competencies covered in the first year include:

- Develop painting skills
- Develop sculptural skills
- Follow a design process

Sample competencies covered in the second year include:

- Develop skills in textile work
- Develop printmaking skills
- Make simple creative work

CAREER OPPORTUNITIES

With additional training and experience possible future career opportunities:

- Visual Artist
- Fine artist
- Illustrator
- Sculptor
- Jeweller
- Ceramicist
- Tattoo Artist
- Graphic Designer
- Photographer

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.



2019 Customised VET Programs for Students with Disability

Selected units from AUR20716 Certificate II in Automotive Vocational Preparation

COURSE DESCRIPTION

This course is ideal for students wishing to pursue a career in Automotive – general studies. This course is designed to provide students with basic skills and knowledge to become an automotive mechanic while studying at a secondary school level.

ARE YOU SUITABLE?

Consider this course if:

- You have an interest in cars
- You like to understand how things work
- You enjoy hands on activities
- You like using tools

VENUE

Kangan Institute (Docklands Campus)

RTO

Kangan Institute

RTO Number: 3077

Website: www.kangan.edu.au

DAY & TIME

Kangan Institute

Year 1 | Thursdays | 10.00am – 2.30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Please note this is a one-year program. Students will receive a Statement of Attainment.

WORK PLACEMENT

Work placement is not required.

PROGRAM CONTENT

Sample competencies covered include:

- Clean a vehicle
- Apply safe work practices
- Participate in basic servicing

CAREER OPPORTUNITIES

- Light vehicle motor mechanic
- Vehicle serviceperson
- Spare parts dealer

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

Selected units from AUR20316 Certificate II in Bicycle Mechanical Technology

COURSE DESCRIPTION

This course is ideal for students wishing to pursue a career in Bicycle Mechanics. This course is designed to provide students with basic skills and knowledge to conduct routine assembly and servicing tasks in the bicycle industry while studying at a secondary school level.

ARE YOU SUITABLE?

Consider this course if:

- You are interested in Bicycles and how they work
- You enjoy hands on activities
- You like to understand how things work
- You are practical, patient, methodical and persistent
- You enjoy designing and creating

VENUE

South Port UnitingCare

RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: www.imvc.com.au

DAY & TIME

Year 1 | Thursdays | 10.00am – 2.00pm

ENROLMENT TYPE - VFE

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Please note this is a one-year program. Students will receive a Statement of Attainment.

WORK PLACEMENT

Work placement is not required.

PROGRAM CONTENT

Sample competencies covered include:

- Select and adjust bicycles to fit riders
- Service and repair bicycle mechanical braking systems
- Remove, repair and refit bicycle tyres
- Service bicycle wheels and hubs

CAREER OPPORTUNITIES

The AUR20316 Certificate II in Bicycle Mechanical Technology qualification reflects the role of individuals who perform a range of routine assembly and servicing tasks in the bicycle industry. The qualification is suitable for entry into the bicycle retail, service, and repair sector.

Occupational outcomes of the qualification include:

- Bicycle Assembler
- Bicycle Serviceperson

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

COURSE DESCRIPTION

This program provides young people with a disability with an overview of the hospitality industry as well as the necessary training and skills development for the achievement of competence in Food and Beverage Service.

ARE YOU SUITABLE?

Consider this course if:

- You are willing to commit
- You have a desire to develop a new skill set within a nurturing environment
- You are interested in barista, waitressing and customer service
- You are keen to develop communication skills
- You are interested in a career in the Hospitality Industry

VENUE

The Little Kitchen That Could – South Melbourne

RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: www.imvc.com.au

DAY & TIME

Year 1 | Fridays | 10.00am – 1.00pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Please note this is a one-year program. Students will receive

WORK PLACEMENT

Work placement is not required.

PROGRAM CONTENT

Sample competencies covered include:

- Work effectively with others
- Prepare and serve non-alcoholic beverages
- Prepare and serve espresso coffee

CAREER OPPORTUNITIES

Occupational titles may include:

- Bar Attendant
- Café Attendant
- Catering Assistant
- Food and Beverage Attendant
- Waiter

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

Selected units from SIT20416 Certificate II in Kitchen Operations

COURSE DESCRIPTION

This program provides participants with a disability, an overview of the hospitality industry as well as the necessary training and skills development for the achievement of competence in Food Preparation.

ARE YOU SUITABLE?

Consider this course if:

- You are willing to commit
- You have a desire to develop a new skill set within a nurturing environment
- You are interested in cooking and customer service
- You may be interested in working in an industrial kitchen
- You have a passion for cooking

VENUE

The Little Kitchen That Could – South Melbourne

RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: www.imvc.com.au

DAY & TIME

Year 1 | Thursdays | 10.00am – 1.30pm

Year 1 | Fridays | 10.00am – 1.30pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Please note this is a one-year program. Students will receive a Statement of Attainment.

WORK PLACEMENT

Work placement is not required.

PROGRAM CONTENT

Sample competencies covered include:

- Use hygienic practices for food safety
- Use food preparation equipment
- Clean kitchen premises and equipment
- Prepare and present sandwiches
- Prepare and present simple dishes

CAREER OPPORTUNITIES

Occupational titles may include:

- Kitchen Hand
- Catering Assistant
- Food and Beverage Attendant
- Waiter

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

Selected units from SHB20216 Certificate II in Salon Assistant and SHB20116 Certificate II in Retail Cosmetics

COURSE DESCRIPTION

This program is ideal for students with disability interested in a career in hairdressing or make-up. On successful completion of this course, students will be prepared to apply for further studies in either Hairdressing or Makeup.

This course allows students to develop their creative and practical skills within a real salon setting. The program is very hands-on and focused on developing employability skills. Learn how to work safely and be organised, learn about beauty product and basic hair services, all whilst gaining knowledge of the industry. Training is delivered at our own salon.

ARE YOU SUITABLE?

This program is designed for students who are highly motivated. Consider this course if:

- You have a complete willingness to have your make-up applied and hair washed, dried and styled by other students
- You are hard working in class and demonstrate that you can work independently
- You are creative
- You are willing to participate in hands on activities to improve your skills
- You enjoy washing and styling hair
- You are willing to give a number of options a try
- You possess the ability to be organised and punctual
- You are interested in a career in the Hair and Beauty Industry

VENUE

Avidity – Albert Park

RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: www.imvc.com.au

DAY & TIME

Thursdays | 10.00am – 2:00pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Please note this is a one-year program. Students will receive a Statement of Attainment.

WORK PLACEMENT

Work placement is not required.

ADDITIONAL REQUIREMENTS/INFORMATION

Hairdressing kit and workbooks will be provided and are included in course fees. Students are required to wear comfortable neat clothes and enclosed, non-slip shoes.

PROGRAM CONTENT

Sample competencies covered include:

- Contribute to health and safety of self and others
- Produce visual merchandise displays
- Dry hair to shape
- Perform head and neck and shoulder massage for relaxation

CAREER OPPORTUNITIES

This course provides a great opportunity for those interested in the Hair and Beauty industries.

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.

COURSE DESCRIPTION

22280VIC Certificate I in Employment Pathways and
CUA31015 Certificate III in Screen and Media (Selected units)

This program is a media industry flavoured employment preparation course for young people with disability/learning needs. Animate Your Life will help the student to develop employability skills for the Screen and Media field. Students will explore the options for employment or further training in this field through meeting with media professionals, real industry visits and creating their own DVD show reel. Animate Your Life will provide the student with a stepping stone into further training and career pathways of this growing industry.

ARE YOU SUITABLE?

Consider this course if:

- You have the ability to be punctual and follow timelines
- You have a desire to develop a new skill set within a nurturing environment
- You enjoy working with computers and new software packages
- You are keen to develop your employability skills
- You are creative

VENUE

IMVC Education Centre,
Level 1, 71 Palmerston Crescent, South Melbourne

RTO

Inner Melbourne VET Cluster Inc.

RTO Number: 21732

Website: www.imvc.com.au

DAY & TIME

Semester II | Thursdays | 10.00am – 3.00pm

ENROLMENT TYPE - VES

CONTRIBUTION TO VCAL/VCE

VCAL: This program contributes to the Industry Specific Skills Strand and may also contribute to the Work Related Skills Strand of VCAL.

Please note this is a one-year program. Students will receive a Statement of Attainment.

ADDITIONAL REQUIREMENTS/INFORMATION

The course is aimed at 15-19 year olds with disability/learning needs who may have difficulties or specific conditions which require learning support. Students who wish to participate must complete the expression of interest form and meet the following selection criteria:

- The potential and desire for employment and / or further training
- The ability to take part in all course activities, including the ability to travel independently
- Age-appropriate behaviour

PROGRAM CONTENT

Sample units covered include:

- Prepare for employment
- Apply critical thinking techniques
- Perform basic vision and sound editing

INFORMATION SESSION:

Please note, this course is subject to change. An information session will be held in Term 4 for prospective students with all the updated details. Attendance at this session is compulsory for first year or Units 1 & 2 students. Dates and times for course-specific sessions are listed on page 78-79.





How to Apply

Information Sessions for 2019 Programs

First Year or Units 1 & 2 students expressing an interest in 2019 VET programs are required to attend a compulsory parent and student information session. Course content and requirements will be outlined and ample time will be provided to answer questions. Non-attendance at the information session may result in cancellation of 2019 expressions of interest applications.

VET PROGRAM	VENUE	DATE & TIME
Students who have applied for courses at Box Hill Institute need to attend this session	Box Hill Institute	To be confirmed
Hospitality, Kitchen Operations	Melbourne High School Memorial Hall Forrest Hill, South Yarra	Tuesday 9 October 7.30pm – 8.30pm
Retail Cosmetics and Make-Up	IMVC Education Centre Level 1 71 Palmerston Crescent, South Melbourne	Tuesday 9 October 7.30pm – 8.30pm
Music and Sound Production	Sydney Road Community School 350 Sydney Rd, Brunswick	Wednesday 10 October 7.30pm – 8.30pm
Salon Assistant	Avidity – Albert Park 129 Beaconsfield Parade, Albert Park	Wednesday 10 October 7.30pm – 8.30pm
Applied Fashion (at Siena and Emmaus), Business, Community Services (at University High School) and Early Childhood Education and Care	Siena College 815 Riversdale Road, Camberwell	Thursday 11 October 7.30pm – 8.30pm
Students who have applied for the following courses at Kangan Institute need to attend this session: Allied Health, Animal Studies and Applied Fashion	Kangan Institute (Richmond Campus) Cremorne Street, Richmond	Monday 15 October 7.30pm – 8.30pm
Students who have applied for the following courses at Holmesglen Institute need to attend this session: Applied Fashion, Building - Carpentry & Bricklaying, Civil Construction, Design Fundamentals, Interior Decoration, Electrotechnology and Printing and Graphic Arts	Holmesglen Institute (Chadstone Campus) Building 5 (Room 5.1.10) Corner Batesford & Warrigal Roads, Chadstone	Tuesday 16 October 7.30pm – 8.30pm
Aviation	Ashwood High School Vannam Drive, Ashwood	Wednesday 17 October 6.30pm – 8.30pm
Students who have applied for the following courses at NCAT need to attend this session: Automotive, Carpentry, Electrotechnology, Engineering, Integrated Technologies, Musical Instrument Making, Plumbing, Sport and Recreation and Visual Arts	NCAT Tech Building 62 Murray Road, Preston	Thursday 18 October 6.30pm – 8.30pm

Information Sessions for 2019 Programs

VET PROGRAM	VENUE	DATE & TIME
Students who have applied for the following courses at Holmesglen Institute need to attend this session: Allied Health, Events, Horticulture, Sport and Recreation, Outdoor Recreation, Small Business and Tourism	Holmesglen Institute (Waverley Campus) Building 12 (Room 12.01.01) 595 Waverley Road, Glen Waverley	Tuesday 23 October 7.30pm – 8.30pm
Students who have applied for the following courses at Kangan Institute need to attend this session: Automotive and Engineering	Kangan Institute (Docklands Campus) 1 Batman Hill Road, Docklands	Tuesday 23 October 7.30pm – 8.30pm
Horticulture at CERES	CERES Community Environment Park Corner Roberts & Stewart Streets, Brunswick East	Wednesday 24 October 6.00pm – 7.00pm
Information, Digital Media and Technology (at Templestowe College) and Laboratory Skills	Box Hill High School Whitehorse Road, Box Hill	Thursday 25 October 7.30pm – 8.30pm
Acting, Dance, Sport and Recreation, and Furniture Making	CBC St Kilda 11 Westbury Street, St Kilda East	Monday 29 October 7.30pm – 8.30pm
All VET Courses for Students with Disability	IMVC Education Centre Level 1 71 Palmerston Crescent, South Melbourne	Tuesday 30 October 7.30pm – 8.30pm
Screen and Media (Broadcasting, Creative and Digital Media & Game Design and Animation)	Princes Hill Secondary College Arnold Street, Carlton North	Wednesday 31 October 6.30pm – 7.30pm
Students who have applied for the following courses at Ringwood Training need to attend this session: Automotive, CISCO, Engineering and Information, Digital Media and Technology	Ringwood Training 3 Hill Street, Ringwood East	Thursday 21 November 2.00pm – to be confirmed

Privacy and Use of Information

The IMVC uses personal information to:

- Provide and/or develop quality services and support;
- Enable us to perform related functions and activities;
- Maintain contact with stakeholders; and,
- Comply with any law, rule, regulation, lawful and binding determination, decision or direction of a regulator, or in co-operation with a governmental body.

Individuals may elect not to receive further marketing information from us by sending a request to **reception@imvc.com.au**. Alternatively, if we have contacted you by email, you may use the unsubscribe function in that email to notify us that you do not want to receive further marketing information from us by email.

The IMVC may disclose personal information where it is reasonably necessary for one or more functions or activities; for fulfilling Federal and State Government requirements; or where required by Australian law. Personal information may be disclosed to organisations including but not limited to:

- Department of Education
- Registered Training Organisations
- Department of the Prime Minister and Cabinet
- Schools
- Employers
- Other agencies where required by Australian Law

If you do not want your personal information to be disclosed, the IMVC will endeavour to accommodate this request provided that disclosure is not required by law. However, if your personal information is not disclosed, the IMVC might not be able to effectively provide you with certain services or benefits.

If we collect, hold or use personal information in ways other than as stated in this policy, we will ensure we do so pursuant to the requirements of the Privacy Act.

We do not provide your personal information to other organisations for the purposes of direct marketing. We do not disclose your personal information to any person or body outside Australia for any purpose.

For more information on how we collect and use your personal information, please contact the IMVC on 9686 2354. A copy of this privacy policy can be downloaded from www.imvc.com.au.



2019 EXPRESSION OF INTEREST APPLICATION

(To be retained by school)

How to Apply

Refer to the four step process on page 9 before you submit an Expression of Interest.

PART 1 - STUDENT DETAILS (PLEASE PRINT CLEARLY USING BLOCK LETTERS)

Surname: _____ Given Name: _____

Year Level in 2019: _____ USI: _____ VSN: _____

Name of school you currently attend: _____

Address: _____ Postcode: _____

Home Telephone: _____ Student Mobile: _____

Student Email Address: _____

☐

Female

☐

Male

☐

Other

Date of Birth: _____

PART 2 - COURSE DETAILS

I wish to apply for the following Program (provide the full course name and venue):

Course Name: _____ Venue: _____

Please tick: ☐ Year 1/Units 1 & 2 ☐ Year 2 /Units 3 & 4

PART 3 - PARENT'S ENDORSEMENT

I/we have read and understood the information regarding our child's 2019 Program and agree to his/her Expression of Interest application

Parent Name: _____

Parent Signature: _____ Date: _____

PART 4 - VET COORDINATOR'S ENDORSEMENT

Your school's VET Coordinator must endorse that you are deemed suitable for the program listed above. I endorse that the above named student has undertaken course/career counselling and is deemed suitable.

Teacher Signature: _____ Date: _____

DUE DATE TO LODGE 2019 EXPRESSION OF INTEREST: _____



Privacy Statement: Refer to over page

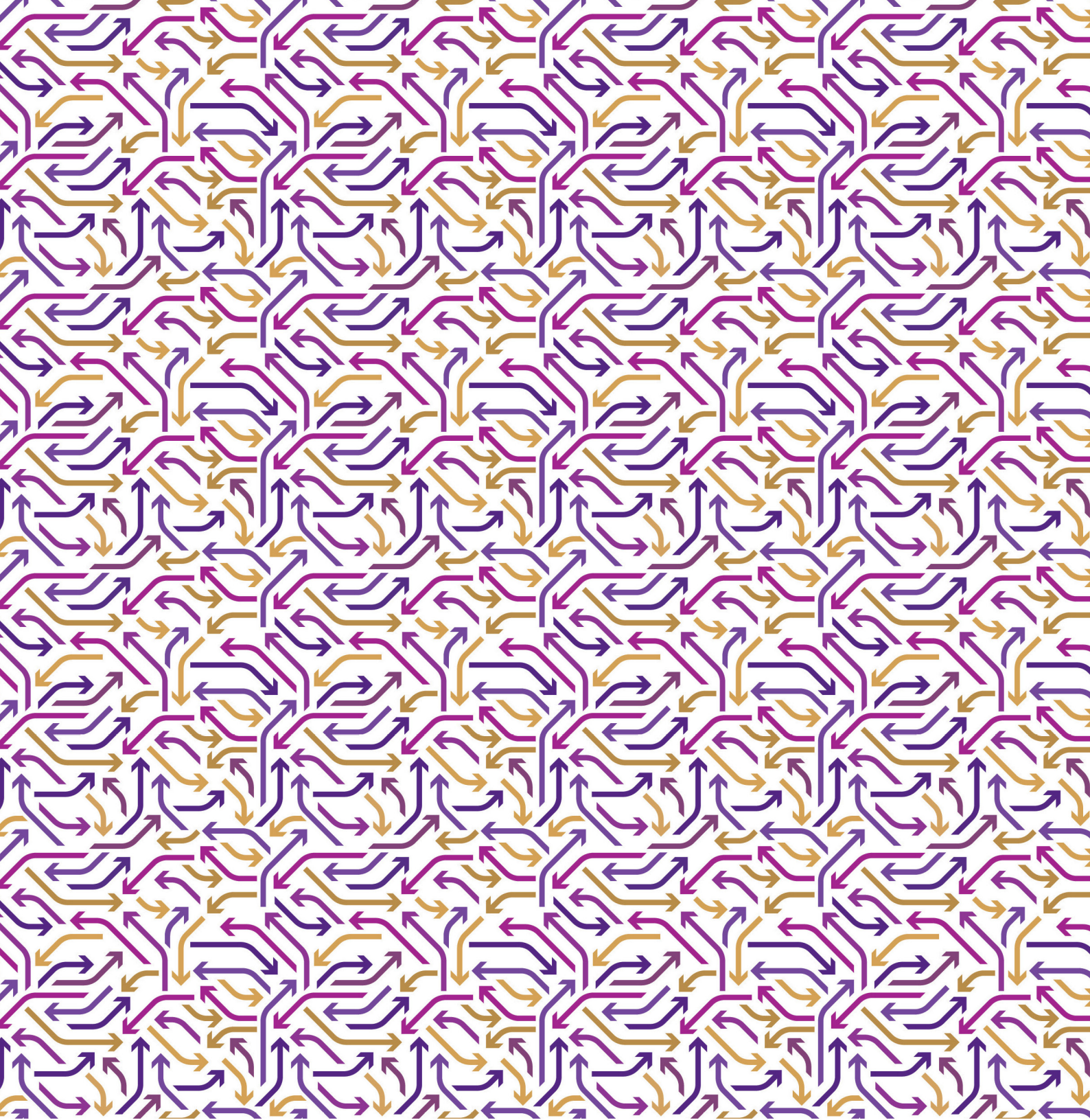




For More Information

Visit our website www.imvc.com.au

Follow us on social media to see our latest updates



Endless Opportunities

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