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2
WHAT IS VETis?

Vocational Education and Training in Schools refers to enhanced senior school studies, which enables a secondary student to combine their SENIOR SCHOOL studies with vocational training.

FEATURES OF VET
- It is a two year program combining senior school studies and accredited vocational education and training.
- 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.
- Allows a student to go directly into employment or receive credit towards further vocational training TAFE study.
- Focuses on students developing industry specific and workplace skills.
- It is a vocationally oriented school program designed to meet the needs of students.

HOW DOES VET WORK?
A VET in Schools program is usually made up of:

VET units of competency: Delivered by a registered training organisation (e.g., TAFE), student’s school or another school close by.

Structured Workplace Learning: This involves an employer accepting a student on a one day a week basis or one week block.

Structured workplace learning enables 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.

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 Programs. 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);
- With a study score, of the 16 units that make up the VCE, an unlimited number can be VET units;
- All three sequences other than English, can be approved VCE VET Unit 3 & 4 sequences, with study scores;
- VET programs contribute directly to the ATAR in the Primary 4 or as a 5th or 6th study increment.

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.

VET INCREASES STUDENT’S LEARNING POTENTIAL
- Broadens VCE/VCAL options;
- Develops student’s capacity to make decisions and solve problems;
- Helps students to gain confidence and improve communication and interpersonal skills through learning in an adult environment;
- Fosters positive feedback by enabling students to demonstrate specific skills and competency;
- 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 through documented pathway agreements;
- VET provides access to a range of different technologies related to the type and place of work.

VET PREPARES STUDENTS FOR THE WORKFORCE
- Multiples post school opportunities;
- Provides the opportunity to trial a career. Helps students explore possible areas of interest which promote further study and work choices;
- Allows a student to develop strong links with industry and local community employers, i.e. students may be offered part time/casual work;
- Improves employment prospects;
- Helps students gain knowledge of employer’s expectations and real working conditions;
- Develops their capacity for co-operation, teamwork and leadership skill development;
- Assists in transition from school to work.
This handbook has been designed to offer an outline of how the Mullum Cluster can provide an extensive selection of VET programs to students at member schools.

VET COURSE REQUIREMENTS

Students enrolling in a VET program through the Mullum Cluster will be required to complete a commitment form covering their code of conduct. Further to this, additional course requirements set out by the Mullum Cluster must also be adhered to. It is important that parents and students take time to read the following course requirements before submitting an enrolment form.

1 - ABSENCES

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

2 - PUNCTUALITY

All students are expected to arrive on time to class. Students who arrive more than 10 minutes after the class has started, and without an adequate reason will not be allowed entry and will be marked absent.

3 - WORK REQUIREMENTS

All tasks as assigned by the trainer/employer are to be completed by the due date. Students who fail to meet deadlines will be given a warning and a second submission date will be negotiated. Students who fail to complete set tasks, by the end of the term that the tasks were set, may face withdrawal from the program.

4 - ORIENTATION EVENING

All Mullum Cluster VET programs will hold an Orientation Evening (date and time to be confirmed). Students will receive a full course outline, have an opportunity to meet and speak with the trainer and be given a Student Commitment Form, which must be completed on the evening and returned to the Cluster personnel to ensure that their application for a Mullum Cluster program is processed.

THERE ARE FOUR STEPS IN MAKING AN APPLICATION FOR A 2012 VET PROGRAM

STEP 1
Read the handbook and course requirements carefully, select your program and complete the Enrolment form at the end of this handbook. Submit this application to your VET Coordinator by the due date printed on the enrollment form.

STEP 2
Go to the Mullum Cluster website
http://www.mullumcluster.vic.edu.au/ and click on the VET enrolment link and submit an application online.

Students who do not complete Steps 1 & 2 will not be eligible for enrolment in a 2012 VET Program.

STEP 3
Attend the compulsory Orientation Evening held in 2011. Details of the location, date and time of this event will be provided by school VET Coordinators.

The Orientation Evenings are compulsory – students (and parents/guardians) who do not attend will not be considered for a 2012 VET Program.

STEP 4
There are costs associated with each program. Applicants should contact their VET Coordinators for an estimate of costs.

Read the requirements of your selected program carefully.

Please note the printed arrangements regarding times, venues and course outlines are subject to change and will be confirmed at the orientation evenings scheduled for Term 4, 2011. All successful applicants to programs will be notified of changes prior to course commencement, via their Schools VET Coordinator.
5 - STUDENT COMMITMENT FORMS
This form is part of the enrolment process and 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 application for a program.

6 - PROGRAM COSTS
All VET programs offered through the Mullum Cluster 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, transport, books and equipment required. It should be noted that a student’s school determines costs and payment of costs.

Please note: students who withdraw two weeks after the course has commenced, will be ineligible for costs to be refunded.

7 - STRUCTURED WORKPLACE LEARNING
Structured Workplace Learning is a key feature of VET programs. All students are encouraged to complete a minimum of one week’s work placement in a related industry. Some students with a compulsory structured work placement, for example, Hospitality and Engineering, will be offered assistance through the Cluster to source a suitable placement. It is the responsibility of the student; however, to ensure that all paperwork associated with this structured workplace learning is completed and returned in a timely fashion, students will need to meet the work placement requirements of the course to the best of their abilities.

8 - REPORTS
All students undertaking a Mullum Cluster VET program will receive an official written report indicating their progress in the program. These reports are issued by the training providers to the student’s Home School and will include information on completed competencies, student learning, attendance and behaviour. Parents will receive a copy of these reports in Term 1, 2 and 4. Completed Certificates will be sent directly to the Home School at completion of the course.

Schools will forward reports and certificates to students. It should be noted that completed certificates might not be sent until the following year in accordance with graduation processes from the various TAFE and Training Institutions. Students completing a VET program will receive notification of their final results through the Victorian Registration & Qualifications Authority – VRQA. VET programs with a Study Score or ATAR contributions are calculated at the Year 12 level only. Increment at Year 12 will have their results appear as part of their VCAA Study Scores. ATAR contributions are calculated at the Year 12 level only by VTAC and are made available to students by VTAC through the normal channels.

9 - STUDENT BEHAVIOUR
Currently, there are approximately 1,000 students undertaking VET or programs through the Mullum Cluster. If these programs are to remain available 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. Attitude and behaviour are to be of the expected standard.

10 - 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.

11 - ABSENCE FROM AN ASSESSED TASK – YEAR 12 UNITS 3 & 4 ONLY
Students, who are absent from class, on a day when an assessed task is held, should:
(i) Phone their VET Coordinator at school and their VET Trainer by 9.00am.
(ii) Provide a medical certificate immediately on return to school. A copy should be given to the VET Coordinator by 9.00am and a copy should be faxed 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 granted. Students, who fail to report to their VET Coordinators on their first day back at school by 9.00am, will not have their assessment task rescheduled.

12 - WITHDRAWAL FROM A VET PROGRAM
Mullum Cluster VET programs are successful because students are able to access programs offered by member schools. It should be noted by students and parents that failure to abide by the above course requirements may result in a student being withdrawn from a program at full cost to parents.

13 – ADDITIONAL COURSE INFORMATION
For further information on VET programs please refer to the Victorian Curriculum and Assessment Authority website:

14 - 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 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.
The Mullum Cluster is a co-operative group of 35 Government, Catholic and Independent schools operating in partnership. They are assisted by Independent Providers and by the Gateway and Outer Eastern Local and Employment Networks.

The Cluster offers a broad range of VET programs in a school environment at a cost effective rate. The Mullum Cluster aims to bring the benefits of VET programs to as great a number of students as possible who reside in the Eastern corridor of Victoria.

Since 2008 the Mullum Cluster has developed a strong, working relationship with the Inner Melbourne VET Cluster Inc.

MULLUM CLUSTER MEMBERS

Aquinas College
Avila College
Bayswater Secondary College
Blackburn High School
Boronia Heights College
Box Hill Senior Secondary College
Brentwood Secondary College
Croydon Community School
Doncaster East Secondary College
Doncaster Secondary College
Donvale Christian College
Emerald Secondary College
Emmaus College
Fairhills High School
Forest Hill College
Koonung Secondary College
Luther College
Mater Christi College
Mount Scopus Memorial College
Mount Waverley Secondary College
Mullauna College
Our Lady of Sion College
Rowville Secondary College
Scoresby Secondary College
Siena College
St Joseph’s College- Ferntree Gully
Templestowe College
The Knox School
Upwey High School
Vermont Secondary College
Wantirna College
Warrandyte High School
Waverley Christian College
Wheelers Hill Secondary College
Whitefriars College
22070VIC CERTIFICATE II & 22072VIC CERTIFICATE III IN ACTING (Screen)

COURSE AIMS
To develop student knowledge of the variety of careers available in the industry – as well as to develop students acting and technical competence. It provides the fundamental information for entry into the Film, TV and related industries.

CLUSTER PROVIDER
The Australian College of Dramatic Arts
MBCTA Youth Theatre (Boronia)

DAY & TIME
Units 1 & 2 Mondays 5.00pm – 8.00pm
Units 3 & 4 Wednesdays 2.00pm – 5.00pm

NUMBER OF STUDENT PLACES
50 places are available in this program in certificate II and 25 in certificate III.

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. However, the Certificate III program may offer a Units 3 & 4 sequence. VTAC may award students who receive a Units 3 & 4 sequence though Block Credit recognition a 10% increment, calculated as the average of the primary four scaled.

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

WORK PLACEMENT
Not required

UNIT 1 & 2 PROGRAM CONTENT
Competencies covered in the first year include:
Focusing on an overview of the Film and TV industry, governing bodies, film and TV careers and skills, types of auditions, audition preparation, script knowledge and development, skills and abilities for acting in front of camera.

UNIT 3 & 4 PROGRAM CONTENT
Competencies covered in the second year include:
Rehearsing or performing scripts, performance in front of camera and live audiences, screen tests, rehearsing and filming scenes and styles, protocols, and knowledge of the film and TV industry, camera techniques and filming styles.

More information on the content of this program will be given at the compulsory orientation evening.

PATHWAYS
Diploma of Arts – Acting
Advanced Diploma of Arts
Degree in Arts

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Actor
- Technical Crew Member
- Lighting and Sound Technician
- Stage Manager
- Writer
- Make - Up Artist
- Drama Teacher
- Director
- Producer
- Casting Consultant
- Agent

Orientation evening for this course will be held at MBCTA Youth Theatre, 7 Macquarie Place, Boronia Date for Orientation evening to be confirmed. Attendance is compulsory.
LMT21707 CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY

COURSE AIMS
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
Pattern making modification

This is a hands on qualification that allows for some creative expression to develop and be displayed in the practical projects undertaken.

CLUSTER PROVIDER
Emmaus College
Siena College
Wantirna College

DAY & TIME
Emmaus College
Units 1 & 2 Wednesdays 1.30pm to 5.30pm
Units 3 & 4 Thursdays 1.30pm – 5.30pm

Siena College
Units 1 & 2 Wednesdays 1.00pm – 3.30pm
Units 1 & 2 Wednesdays 3.30pm – 6.00pm
Units 3 & 4 Tuesdays 3.30pm – 6.30pm
Units 3 & 4 Thursdays 2.30pm – 5.30pm

Wantirna College
Units 1 & 2 Wednesdays 1.30pm to 5.30pm

NUMBER OF STUDENT PLACES
138 places are available in this program.

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: four units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. It can however, be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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 recommended over 2 years

ADDITIONAL REQUIREMENTS/INFORMATION
Siena College: Students will be required to attend a one week industrial machining block at Box Hill during one week of a school holiday.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
Identifying design processes for fashion designs
Designing and produce a simple garment
Modify patterns to create basic styles
Draw and interpret a sketch

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
Identifying fibres and fabrics
Embellish garment by hand or machine
Prepare and produce a sewn garment

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

PATHWAYS
Certificate IV in Clothing Production
Diploma of Textiles, Clothing and Footwear
Bachelor of Fashion Design/Merchandising

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Fashion Designer
- Interior Designer
- Costume Designer
- Dressmaker
- Tailor
- Industrial Textiles Fabricator
- Patternmaker
- Clothing Production Manager
- Textile Technician
- Interior Decorator
- Milliner

Date and time for Orientation evenings at Emmaus College and Wantirna College to be confirmed.
Attendance is compulsory.
COURSE AIMS
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.

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

The skills learnt can be applied to everyday fitness and coordination, further training in dance and performance and an appreciation of dance and performing arts in society.

CLUSTER PROVIDER
Fairhills High School

DAY & TIME
Units 1 & 2 Wednesdays 1.30pm – 4.30pm

NUMBER OF STUDENT PLACES
20 places per class are available in this program.

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 receive up to four units towards their VCE. Two units are at the 1 & 2 level and two Units are at the 3 & 4 level.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 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 recommended.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
Develop a basic level of physical condition for dance performers, developing basic dance techniques and working with others.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
Preparing for dance performances, refining basic dance techniques and applying basic dance techniques for performance.

More information on the content of this program will be given at the compulsory orientation evening to be conducted in Term 4.

PATHWAYS
Certificate III in Dance
Certificate IV in Dance
Diploma of Dance
Bachelor of Arts – Dance

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Dancer
- Choreographer
- Community Dance Worker
- Ballerina
- Dance Teacher
- Dance Therapist
- Entertainer

Venue and time for the Dance Orientation evening to be confirmed. Attendance is compulsory.
CUS30209 CERTIFICATE III IN MUSIC INDUSTRY – TECHNICAL PRODUCTION

COURSE AIMS
This program aims to provide participants with the knowledge and skill development for the achievement of competence to enhance employment prospects within the music industry, whilst providing a recognised credential; for making a more informed choice of vocational and career paths in the music industry.

CLUSTER PROVIDER
Aquinas College
Upwey High School

DAY & TIME
Aquinas College
Units 1 & 2 Wednesdays 1.30pm – 5.30pm
Units 3 & 4 Wednesdays 1.30pm – 5.30pm

Upwey High School
Units 1 & 2 Wednesdays 1.30pm – 5.30pm

NUMBER OF STUDENT PLACES
20 places are available in this program.

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 Music will be eligible for up to five unit’s credit towards their VCE: up to three at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 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 spread over 2 years recommended only.

ADDITIONAL INFORMATION/ REQUIREMENTS
Some providers require the students to purchase a USB memory stick. Details to be provided at compulsory orientation night.

UNITS 1 & 2 PROGRAM CONTENT
Sample competencies to be covered include:
Develop and update music industry knowledge
Develop music knowledge and listening skills
Contribute creative music ideas to a project
Lay sound tracks
Purchase or hire equipment/supplies
Record sound
Transfer sound
Use and adapt to changes in technology

UNIT 3 & 4 PROGRAM CONTENT
Some competencies to be covered include:
Edit sound using digital systems
Operate sound mixing console
Operate sound reinforcement system
Mix sound systems

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

PATHWAYS
Certificate IV in Music Industry (Technical Production)
Diploma of Music Industry (Technical Production)
Advanced Diploma of Music Industry (Technical Production)
Bachelor of Music – Technology

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

Date and time for Orientation evenings at Aquinas College and Upwey High School to be confirmed.
Attendance is compulsory.
ICP20105 CERTIFICATE II IN PRINTING AND GRAPHIC ARTS (GENERAL)

COURSE AIMS
This program of study focuses on introducing learners to the printing and graphic arts industry using current industry practices. Students will develop core generic workplace skills, along with an understanding of a range of areas relevant to the printing industry. Areas covered include, multimedia, layout and design, digital imaging, printing, and print finishing. The program enables students to explore the various sectors within the industry and prepares them for entry into more advanced programs, such as graphic art or design.

CLUSTER PROVIDER
KIOSC Trade Training Centre- Swinburne University

DAY & TIME
KIOSC Trade Training Centre- Swinburne University, Wantirna campus
Units 1 & 2 Monday and Thursdays 1.45pm -4.45pm
Units 3 & 4 Tuesdays and Fridays 1.45pm – 4.45pm

NUMBER OF STUDENT PLACES
21 places are available in this program.

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 at the Unit 1 & 2 level for the Certificate II program.

ATAR: There is no ATAR contribution for the Certificate II program.

WORK PLACEMENT
320 hours recommended

UNIT 1 & 2 PROGRAM CONTENT
Students will cover basic skills set of a graphic artist and includes, image scanning and manipulation, type layout and principles of graphic design.

UNIT 3 & 4 PROGRAM CONTENT
Incorporates the core units of scanning a line image and producing interactive PDF files. The stream units include producing a basic lithographic printed product and setting up machine for basic single or continuous folding.

PATHWAYS
Completing the course will equip students with the skills to meet the industry demand for professionals in the print and pre-press area. Having an understanding of the design or print process opens doors in the fields of illustration, sign writing, graphic design, image manipulation, digital illustration, logo and corporate identity, brochure design, publications, press advertisements and poster displays.

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Graphic Designer
- Graphic Pre-press
- Multimedia
- Printing
- Screen Printing
- Print Finishing

Date and time for Orientation evening at KIOSC to be confirmed. Attendance is compulsory.
**COURSE AIMS**
This course aims to:
- Offer students a “taster” of a variety of allied health professionals including a glimpse into the work worlds of physiotherapy, occupational therapy, dietetics/nutrition, speech pathology etc.
- Engage young people in the diverse options available in community health and in hospital environments.
- 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.

**CLUSTER PROVIDER**
Box Hill Institute – Elgar Campus

**DAY & TIME**
Units 1 & 2 Wednesdays 1.30pm – 4.30pm
Units 3 & 4 Wednesdays 1.30pm – 4.30pm

**NUMBER OF STUDENT PLACES**
38 places are available in this program.

**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. It can however, be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

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**WORK PLACEMENT**
40 hour work placement required.

**UNIT 1 & 2 PROGRAM CONTENT**
Sample competencies covered in the first year include:
- HLTIR301A Communicate and work effectively in health
- HLTIN301A Comply with infection control policies and procedures in health work
- HLTOS200A Participate in OHS processes
- BSBFLM303B Contribute to effective workplace relationships
- HLTCSD201B Maintain high standard of client service
- BSBMN305A Organise workplace information
- HLTHIR403B Work effectively with culturally diverse clients and co-workers
- HLTCOM404B Communicate effectively with Clients

**UNIT 3 & 4 PROGRAM CONTENT**
Sample competencies covered in the second year include:
- HLTAH301A Assist with an allied health program
- HLTCSD305B Assist with client movement
- HLTAP301A Recognise healthy body systems in a health care context
- BSBMED201A Use basic medical terminology
- CHCCS411A Facilitate cooperative behaviour
- CHCAC3C Orientation to aged-care work

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

**PATHWAYS**
Certificate IV in Allied Health Assistance
Diploma of Nursing
Advanced Diploma of Nursing
Bachelor of Nursing

**POSSIBLE FUTURE CAREER OPPORTUNITIES**
- Therapy Assistant
- Physiotherapy Assistant
- Occupational Assistant
- Podiatry Assistant

*Venue and time for Allied Health Orientation evening to be confirmed. Attendance is compulsory.*
SIB30110
CERTIFICATE III IN BEAUTY SERVICES

COURSE AIMS
This program is an introduction to vocational training and will provide students with the basic knowledge and skill development to enhance their employment prospects and further study in the beauty industry.

CLUSTER PROVIDER
1 to 1 Beauty Therapy - Syndall

DAY & TIME
Units 3 & 4 Wednesdays 1.00pm – 5.00pm

NUMBER OF STUDENT PLACES
40 places are available in this program

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 a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
15 Hours required

ADDITIONAL INFORMATION/REQUIREMENTS
Students are required to complete Certificate II in Retail Cosmetic services before being considered for this program.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include: Design and apply remedial camouflage, merchandise products and sell products and services.

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Beauty Therapist
- Make-Up Artist
- Aromatherapy
- Retail Sales
- Nail Technician
- Salon Manager

Orientation evening date and time to be confirmed.
Attendance is compulsory
BSB20107 CERTIFICATE II IN BUSINESS
with selected Units of Competencies from
BSB30107 Certificate III in Business

COURSE AIMS
This course provides entry-level training for students who may wish to enter a wide variety of careers in Business Administration. It aims to provide participants with the knowledge and skill development to enhance their employment prospects within a broad range of business settings.

CLUSTER PROVIDER
Mater Christi College

DAY & TIME
Units 1 & 2 Wednesdays 2.00pm – 6.00pm

NUMBER OF STUDENT PLACES
16 places are available in this program.

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 receive five units towards their VCE for completion of the Certificate II and selected units from the Certificate III. Three units are at the 1 & 2 level and two units are at the 3 & 4 level.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence of VCE VET Business 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 5th or 6th study.

WORK PLACEMENT
80 hour placement recommended.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include: Developing employability skills with five core units covering OH&S processes, workplace communication, working effectively with others, producing simple word processed documents and organising and completing daily work activities. Students will also undertake four electives.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include: Maintaining daily financial and business records, organising workplace information, personal work priorities and development, designing and producing business documents and promoting innovation in a team environment.

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

PATHWAYS
Certificate III in Business Administration
Certificate IV in Business Administration
Diploma of Business Administration

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Administrative/Office Assistant
- Receptionist
- Secretary
- Information Officer
- Customer Service Officer
- Legal Secretary
- Personal Assistant

Date and time for Orientation evening at Mater Christi College to be confirmed. Attendance is compulsory.
COURSE AIMS
The certificate in Christian Ministry aims to help students to grow in understanding and wisdom, build leadership skills and develop character through exploration of Christian faith and engagement in practical Christian services.

CLUSTER PROVIDER
Waverley Christian College

DAY & TIME
Units 3 & 4 Wednesdays 1.55pm – 4.00pm

NUMBER OF STUDENT PLACES
20 places are available in this program.

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. Students can obtain a unit 3 – 4 sequence equivalent by undertaking this course.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. It can however, be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
Not required.

ADDITIONAL REQUIREMENTS/ INFORMATION
Please note this is a one year program. Students must be available to attend two camps during the year.

UNIT 3 & 4 PROGRAM CONTENT
The course includes practical components, discussion groups, mentoring, private study and two camps.

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

PATHWAYS
Certificate IV in Christian Ministry
Diploma of Christian Ministry
Advanced Diploma of Christian Ministry

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Pastor
- Youth Worker
- Chaplain

Date and time for Orientation evening at Waverley Christian College to be confirmed.
Attendance is compulsory.
COURSE AIMS
The qualification aims to provide students with foundation skills and knowledge to assist in employment or further study in the fitness and/or outdoor recreation industry.

CLUSTER PROVIDER
Scoresby Secondary College
Wantirna College

DAY & TIME
Scoresby Secondary College
Units 1 & 2 Wednesdays 12.00pm – 4.00pm
Units 3 & 4 Wednesdays 12.00pm – 4.00pm

Wantirna College – Fitness Stream
Units 1 & 2 Wednesdays 1.00pm - 5.30pm

Wantirna College – AFL Football Stream
Units 1 & 2 Wednesdays 1.00pm - 5.30pm

NUMBER OF STUDENT PLACES
60 places are available in this program.

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 a qualification from the VCE VET Sport and Recreation program will be eligible for up to five units of credit towards their VCE: up to three units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 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 hour placement required over the two years.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
Developing knowledge of the sport and recreation industry as well as preparing and conducting sport and recreation sessions for participants. Students will gain various first aid, OH&S, umpiring and coaching certificates as well as learning how to respond to emergency situations.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
Plan and conduct sport and recreation programs for participants, apply rules and regulations to conduct games and competition and undertake risk analysis of activities. Students will look at analysing participation patterns in specific markets of the leisure and recreation industry, as well as sport and recreation law and implementing a facility maintenance program.

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

PATHWAYS
This program aims to provide specific skills and knowledge required for an assistant level employee at an aquatic centre or gymnasium/dry area fitness centre.

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Coach
- Sportsperson
- Aerobics/Fitness Instructor
- Exercise Physiology
- Personal Trainer
- Ranger
- Recreation Officer
- Community Sports Manager
- Leisure/Recreation Officer
- Sports Massage/Trainer
- Physiotherapist
- Dietitian
- Sports Psychologist
- Sports Development and Promotion

Date and time for Orientation evenings at Scoresby Secondary College and Wantirna College to be confirmed. Attendance is compulsory.
CHC20108 CERTIFICATE II IN COMMUNITY SERVICES WORK

COURSE AIMS
This program provides entry – level training for prospective applicants who may enter a wide variety of careers in the highly diverse area of Community Services. Further studies and careers are available in fields such as: Nursing, Disability Studies, Youth Work, Occupational Therapy, Psychology, Aged Care, Child Protection, and Children’s Services.

Students will have the opportunity to select from two streams:
- Community Work
- Children’s Services

CLUSTER PROVIDER
Box Hill TAFE – Units 3 & 4
Fairhills High School – Units 1 & 2

DAY & TIME
Units 1 & 2 Wednesday 1.30pm – 4.30pm
Units 3 & 4 Wednesday 1.30pm – 4.30pm

NUMBER OF STUDENT PLACES
40 places are available in this program.

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 a qualification from the VCE VET Community Services program will be eligible for up to five units of credit towards their VCE: up to three units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 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 hour placement required over the two years.

ADDITIONAL REQUIREMENTS/
INFORMATION
Students will be required to complete the compulsory Units 1 & 2 First Aid module (HLTFA301B Apply First Aid) via on-line theory work in their own time and attend a one day practical session during the Term 1 or Term 2 school holidays.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies to be covered include:
- Undertake work in the Community Services Industry
- Process and provide information
- Communicate appropriately with clients and colleagues
- Participate in networks

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies to be covered include:
- Implement a community development strategy
- Operate under a casework framework
- Advocate for clients
- Support group activities
- Support the development of children in the service

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

PATHWAYS
Certificate III/IV in Community Services in the following streams:
- Aged Care Work
- Community Work
- Alcohol & Other Drugs
- Child Protection/Justice
- Statutory Supervision
- Children’s Services
- Disability Work
- Mental Health Work (non clinical)
- Youth Diploma in Community Services
- Advanced Diploma in Community Services

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Social Worker
- Nurse
- Aged Care Attendant
- Health Care Nurse
- Childcare Assistant
- Nanny
- Youth Worker
- Sociologist
- Psychologist
- Welfare Worker
- Nutritionist
- Counselor

Venue and time for Community Services Orientation evening to be confirmed. Attendance is compulsory
WRH20109 CERTIFICATE II IN HAIRDRESSING
and WRH30109 CERTIFICATE III IN HAIRDRESSING

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

CLUSTER PROVIDER
One to One Beauty
Headmasters Academy
Wantirna College

DAY & TIME
ECOH – Eastern College of Hairdressing
Units 3 & 4 Wednesdays 1.30pm – 4.30pm
Headmasters Academy
Units 1 & 2 Wednesdays 9.00am – 4.30pm
Wantirna College
Units 1 & 2 Wednesdays 1.30pm – 4.30pm

NUMBER OF STUDENT PLACES
80 places are available in this program.

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 a Units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

Please note: This is a one year program.

WORK PLACEMENT
80 hours required.

ADDITIONAL REQUIREMENTS/INFORMATION
Cost includes tuition, kit and uniform.

PROGRAM CONTENT
This program includes preparing clients for salon service, maintaining equipment, performing head, neck and shoulder massage, drying hair to shape and braiding techniques. Certificate II will lead on to Certificate III in Hairdressing, which includes cutting, colouring, lightening, hair design, permanent waving and relaxing. More information on the content of this program will be given at the compulsory orientation evening to be conducted in Term 4.

PATHWAYS
Certificate III in Hairdressing
Certificate IV in Hairdressing
Advanced Diploma in Hairdressing

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Certificate III in Hairdressing
• Certificate IV in Hairdressing
• Advanced Diploma in Hairdressing

Date and time for Orientation evenings at ECOH, Headmasters Academy and Wantirna College to be confirmed.
Attendance is compulsory.
DUAL PROGRAM - SIT20207 CERTIFICATE II IN HOSPITALITY AND selected units from SIT20307 CERTIFICATE II IN HOSPITALITY (Kitchen Operations)

COURSE AIMS
This dual qualification provides students with an overview of the hospitality industry. It provides training and skills development in a range of kitchen functions and activities, and in food and beverage service. At the completion of Unit 1 & 2 course, students can then elect to enroll in Units 3 & 4 Hospitality (front of house) or Kitchen Operations (back of house).

CLUSTER PROVIDER
Aquinas College

DAY & TIME
Units 1 & 2 Wednesdays 1.30pm – 5.30pm
Units 1 & 2 Thursdays 2.30pm – 6.30pm

NUMBER OF STUDENT PLACES
36 places are available in this program.

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 at Units 1 and 2 level for the first year and two units at the 3 / 4 level upon successfully completion of either second year program.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 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
Students will be required to undertake a minimum 40 hour placement in the first year and a minimum 40 hours in the second year.

ADDITIONAL REQUIREMENTS/INFORMATION
Once accepted into the program students will be required to pay a non-refundable deposit to secure a placement in the program. Students will be issued with a chef’s uniform and equipment set which they will retain.
Students will be required to attend a one week full time block in the first school holidays.

UNIT 1 & 2 PROGRAM CONTENT
Competencies covered in the first year include:
- Develop and update hospitality industry knowledge
- Use basic methods of cookery
- Organise and prepare food
- Present food
- Clean and maintain kitchen premises
- Serve food and beverage to customers
- Clean and tidy bar areas
- Apply hospitality skills in the workplace

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Promotions Director
- Event Manager
- Waiter/Barman
- Hotel/Resort Manager
- Front of House Manager
- Steward/Hostess
- Housekeeping
- Tourism Manager

Date and time for Orientation evening at Aquinas College to be confirmed. Attendance is compulsory.
SIT20207 CERTIFICATE II IN HOSPITALITY
with selected units from SIT30707 CERTIFICATE III

COURSE AIMS
The program aims to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the hospitality area, with specific focus on food and beverage activities (i.e. front of house).

CLUSTER PROVIDER
Mater Christi College
Aquinas College

DAY & TIME
Aquinas College
Units 3 & 4 Tuesdays 2.30pm – 6.30pm
Units 3 & 4 Wednesdays 1.30pm – 5.30pm

Mater Christi College
Units 1 & 2 Wednesdays 2.00pm – 6.00pm
Units 3 & 4 Wednesdays 2.00pm – 6.00pm

NUMBER OF STUDENT PLACES
68 places are available in this program.

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 Hospitality and selected units of competence from Certificate III in Hospitality will be eligible for up to five units of credit: three at Units 1 and 2 level and two at Units 3 and 4 level.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 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
Students will be required to undertake a minimum 40 hour placement in the first year and a minimum 40 hours in the second year.

UNIT 1 & 2 PROGRAM CONTENT
Competencies covered in the first year include:
- Developing and updating hospitality industry knowledge, applying hospitality skills in the workplace, serving food and beverages to customers, organising and preparing food.

UNIT 3 & 4 PROGRAM CONTENT
Competencies covered in the second year include:
- Providing food and beverage service, preparing and serving non-alcoholic beverages, providing a link between kitchen and service areas, develop and update food and beverage knowledge and prepare and serve espresso coffee.

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Promotions Director
- Event Manager
- Waiter/Barman
- Hotel/Resort Manager
- Front of House Manager
- Steward/Hostess
- Housekeeping
- Tourism Manager

Date and time for Orientation evenings at Aquinas College and Mater Christi College to be confirmed.
Attendance is compulsory.
SIT20307 CERTIFICATE II IN HOSPITALITY (KITCHEN OPERATIONS)

COURSE AIMS
This certificate provides students with an overview of the hospitality industry. It provides students with the skills and knowledge to be competent in a range of kitchen functions and activities (i.e. back of house).

CLUSTER PROVIDER
Aquinas College
Box Hill Senior Secondary College
Doncaster Secondary College
Wantirna College

DAY & TIME
Aquinas College
Units 3 & 4 Tuesdays 2.30 pm – 6.30pm
Units 3 & 4 Wednesdays 1.30pm – 5.30pm

Box Hill Senior Secondary College
Units 1 & 2 Wednesday 1.30pm – 5.00pm
Units 3 & 4 Monday 2.30pm – 4.00pm
and Wednesday 1.00pm – 6.00pm

Doncaster Secondary College
Units 1 & 2 Wednesdays 2.00pm – 6.00pm
Units 3 & 4 Tuesday 2.00pm – 7.00pm

Wantirna College
Units 1 & 2 Wednesdays 1.30pm – 5.30pm

NUMBER OF STUDENT PLACES
64 places are available in this program.

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: This program contributes to four VCE/VET units. Two at the 1 & 2 level and two at the 3 & 4 level.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 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
Students will be required to undertake a minimum 40 hour placement in the first year and a minimum 40 hours in the second year.

ADDITIONAL INFORMATION/REQUIREMENTS
A chef’s uniform will be required.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
Develop and update hospitality industry knowledge, use basic methods of cookery, organise and prepare food, present food and clean and maintain premises.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
Prepare appetizers and salads, prepare stocks, sauces and soups, prepare hot and cold desserts and select, prepare and cook poultry.

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Chef
- Cook
- Food Production
- Catering Manager
- Promotions Director
- Event Manager
- Kitchen Hand
- Waiter/Barman
- Hotel/Resort Manager
- Front of House Manager
- Steward/Hostess
- Housekeeping
- Tourism Manager

Date and time for Orientation evenings at Aquinas College, Box Hill Senior Secondary College, Doncaster Secondary College and Wantirna College to be confirmed.
Attendance is compulsory.
WRB20204 CERTIFICATE II IN MAKE – UP SERVICES

COURSE AIMS
This program is an introduction to vocational training and will provide students with the basic knowledge and skill development to enhance their employment prospects and further study in the beauty industry. The Mullum Cluster providers offer the Certificate III over two years.

CLUSTER PROVIDER
Headmasters Advanced Academy

DAY & TIME
Units 1 & 2 Wednesdays 9.00am – 4.30pm
Units 3 & 4 Wednesdays 9.00am – 4.30pm

NUMBER OF STUDENT PLACES
40 places are available in this program

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 at the Unit 1 & 2 level for the Certificate II program.

ATAR: There is no ATAR contribution for the Certificate II program.

WORK PLACEMENT
40 hours required

ADDITIONAL INFORMATION/REQUIREMENTS
Cost includes tuition, kit and uniform.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
Design and apply make-up, design and apply make-up for photography, apply nail art, provide manicure and pedicure.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
Design and apply remedial camouflage, merchandise products and sell products and services.

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
• Beauty Therapist
• Make-Up Artist
• Aromatherapy
• Retail Sales
• Nail Technician
• Salon Manager

Orientation evening date and time to be confirmed.
Attendance is compulsory.
WRB20104 CERTIFICATE II IN NAIL TECHNOLOGY

COURSE AIMS
Beautiful nails require skill and artistry. In this course you will learn the art of becoming a nail technician. This hands-on course will teach you how to perform manicures, pedicures, acrylic and gel nail enhancements and a range of other tasks. Along with these practical skills you will also learn the science of nails, and the vital communication and retail skills needed for a career as a nail technician. On-the-job placement is a required part of this course, so you will get to put your skills into practice in a real working environment.

ADDITIONAL INFORMATION/REQUIREMENTS
Students are required to provide black flat closed toe shoes and long black pants. (No leggings)

UNITS 1 & 2 PROGRAM CONTENT
Sample competencies to be covered include:
- WRRCS1B Communicate in the Workplace
- WRRER1B Work effectively in a retail Environment
- WRRLP1B Apply Safe Working Practices
- WRBCS202A Apply technique to update beauty industry knowledge
- WRBCS204A Apply knowledge of Nail Science to Nail Services
- WRBBS201B Provide Manicure & Pedicure Services

Second Year
- WRRM2B Perform Routine Housekeeping Duties
- WRRM1B Merchandise Products
- WRRS1B Sell Products & Services
- WRBCS201B Conduct Financial Transactions
- WRBCS203B Provide Service to Clients
- WRBBS203A Apply Acrylic Nail Enhancement
- WRBBS202A Apply Gel Nail Enhancement

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Beauty Therapist
- Make-Up Artist
- Aromatherapy
- Retail Sales
- Nail Technician
- Salon Manager

Orientation evening date and time to be confirmed. Attendance is compulsory.
SIB20110 CERTIFICATE II IN RETAIL
MAKE UP and SKIN CARE

COURSE AIMS
The overall aim of this program is to provide young people with the opportunity to gain comprehensive entry level training in the Beauty Industry. The program covers broad based and core skills in Beauty Services. Students will learn about the fundamentals of retail operations as they apply to selling skin care products and cosmetics, including demonstrating skin care products.

PROGRAM CONTENT
This program includes preparing clients for salon service, maintaining equipment, performing head, neck and shoulder massage, dying hair to shape, braiding techniques, selling products and working effectively in retail.

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

ADDITIONAL REQUIREMENTS/INFORMATION
Cost includes tuition, kit and uniform.

Please note: This is a one year program only.

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
Beauty Therapist
Make-Up Artist
Aromatherapy
Retail Sales
Salon Manager

Date and time for Orientation evening at Wantirna College to be confirmed.
Attendance is compulsory.

CLUSTER PROVIDER
Wantirna College

DAY & TIME
Units 1 & 2 Wednesdays 1.30pm – 4.30pm

NUMBER OF STUDENT PLACES
20 places are available in this program.

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 at the Unit 1 & 2 level for the Certificate II program.

ATAR: There is no ATAR contribution for the Certificate II program.

WORK PLACEMENT
40 hours required
SRO20206 CERTIFICATE II IN SPORT AND RECREATION (OUTDOOR RECREATION)

COURSE AIMS
The qualification aims to provide students with foundation skills and knowledge to assist in employment or further study in the fitness and/or outdoor recreation industry.

CLUSTER PROVIDER
Bayswater Secondary College

DAY & TIME
Units 1 & 2 Wednesdays 11.30pm – 4.30pm

NUMBER OF STUDENT PLACES
20 places are available in this program.

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry and Work Related Strands.

VCE: On completion students will be eligible for five VCE units. Three at the Units 1 & 2 level and two at the 3 & 4 level.

ATAR: Study score is available for this program.

WORK PLACEMENT
Students will be required to undertake a minimum 40 hour placement in the first year and a minimum 40 hours in the second year.

ADDITIONAL REQUIREMENTS/INFORMATION
Students will be expected to participate in a number of camps and excursions that may be held outside class time.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
Developing knowledge of the sport and recreation industry as well as preparing and conducting sport and recreation sessions for participants.
Students will gain various first aid, OH&S, umpiring and coaching certificates as well as learning how to respond to emergency situations.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
Plan and conduct sport and recreation programs for participants, apply rules and regulations to conduct games and competition and undertake risk analysis of activities. Students will look at analysing participation patterns in specific markets of the leisure and recreation industry, as well as sport and recreation law and implementing a facility maintenance program.

Revision to the training package will see a changed VCE VET program structure from 2011 for the first year of the program. Outcomes will be equivalent to the current program. All updates to program will be included in the future edition of the VCAA Bulletin.

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

PATHWAYS
This program aims to provide specific skills and knowledge required for an assistant level employee at an aquatic centre or gymnasium/dry area fitness centre.

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Coach
- Sportsperson
- Aerobics/Fitness Instructor
- Exercise Physiology
- Personal Trainer
- Ranger
- Recreation Officer
- Community Sports Manager
- Leisure/Recreation Officer
- Sports Massage/Trainer
- Physiotherapist
- Dietitian
- Sports Psychologist
- Sports Development and Promotion

Date and time for Orientation evenings at Bayswater Secondary College to be confirmed.
Attendance is compulsory.
ICA20105 CERTIFICATE II IN INFORMATION TECHNOLOGY and partial completion of ICA30105 Certificate III

COURSE AIMS
The competencies for completion of Certificate III in Information Technology are designed to equip students with the foundation skills and knowledge they need to function effectively in the IT environment in the workplace.

CLUSTER PROVIDER
East Doncaster Secondary College
Fairhills High School

DAY & TIME
East Doncaster Secondary College
Units 1 & 2 Wednesdays 1.30pm – 4.30pm
Units 3 & 4 Wednesdays 1.30pm – 4.30pm

Fairhills High School
Units 1 & 2 Wednesdays 1.30pm – 4.30pm

NUMBER OF STUDENT PLACES
34 places are available in this program.

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 towards satisfactory completion of their VCE: two units at Units 1 and 2, and a Units 3 and 4 sequence. Significant duplication has been identified between components of the VET Information Technology Certificate II program core and VCE Information Technology Units 1 and 2. Where students have successfully completed the core competencies of Certificate II and VCE Information Technology Units 1 and 2, two units, not the potential four units, will contribute towards satisfactory completion of the VCE. No significant duplication has been identified between Certificate III in Information Technology and VCE Information Technology Units 3–4.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 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 required

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
Designing organisational documents using computer packages, integrating computer packages, working effectively in an IT environment, installing software applications, apply problem solving techniques, connecting hardware peripherals, access and using the internet.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
Creating user documentation, install and optimise operating system software, run diagnostic tests, provide advice to clients, use advanced features of computer applications, customise packaged software applications for clients.

PATHWAYS
Certificate IV in Information Technology – Choosing one of three special areas:
Technical & User Support, Software Development or Software Applications
Diploma of Information Technology
Degree in Information Technology

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

Date and time for Orientation evenings at East Doncaster Secondary College and Fairhills High School to be confirmed. Attendance is compulsory.
**COURSE AIMS**
This program aims to provide students with the knowledge and skills who want to work as laboratory assistants or laboratory attendants in the food, chemical, manufacturing, construction, materials, biological/environmental or pathology industry sectors.

You will acquire skills associated with the operation of a laboratory and associated technical tasks such as sampling and testing.

**CLUSTER PROVIDER**
KIOSC Trade Training Centre- Swinburne TAFE Wantirna Campus

**DAY & TIME**
KIOSC Trade Training Centre – Swinburne University, Wantirna campus
Units 1 & 2 Tuesdays and Fridays 1.45pm – 4.45pm,
Units 3 & 4 Monday and Thursdays 1.45pm – 4.45pm

**NUMBER OF STUDENT PLACES**
15 places are available in this program.

**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 Laboratory Skills will be eligible for up to five units credit towards their VCE: four units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 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 recommended

**ADDITIONAL REQUIREMENTS/INFORMATION**
It is preferred that students be enrolled in at least VCE Year 11 Chemistry to gain maximum benefit from the program. A basic general Year 11 math’s study is also expected. Students wishing to commence the program at year 10 level will require interview before acceptance into program.

**UNIT 1 & 2 PROGRAM CONTENT**
Sample competencies covered in the first year include:
Participate in laboratory workplace safety, plan and conduct laboratory field work, maintain the laboratory, receive and prepare samples for testing and obtain representative samples.

**UNIT 3 & 4 PROGRAM CONTENT**
Sample competencies covered in the second year include:
Prepare working solutions, perform microscopic examinations and capture and manage scientific images.

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change. Revision to the training package will see a changed VCE VET program structure from 2011 for the first year of the program. Outcomes will be equivalent to the current program. All updates to program will be included in the future edition of the VCAA Bulletin.

**PATHWAYS**
Certificate III in Laboratory Skills
Certificate IV in Laboratory Techniques
Diploma of Laboratory Technology
Graduate Certificate in Biotechnology Industry

**POSSIBLE FUTURE CAREER OPPORTUNITIES**
- Laboratory Assistant
- Scientist
- Laboratory Technician

Date and time for Orientation evening at KIOSC to be confirmed. Attendance is compulsory.
CUF30107 CERTIFICATE III IN MEDIA

COURSE AIMS
Students will develop skills in designing for a range of specific audiences and working with Audio, Video, Photography, Complex Graphics, Web design, Motion Graphics 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.

ADDITIONAL INFORMATION/REQUIREMENTS
Students will be required to purchase a Memory Stick. Details to be supplied at the orientation evenings.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
Learning a variety of software skills including Photoshop, Dream weaver, Audacity and Flash. The course prepares students for the Multimedia and Media Industry. OH&S, design, creativity and workplace skills are emphasized throughout the course.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
Designing and creating 2D digital animations, as well as writing content for a range of media. They will also author interactive sequences, prepare video assets and create visual design components.

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

PATHWAYS
The general skills acquired by this course have applications across a range of traditional industry sectors, including graphic design, advertising, publishing, computing, pre-press film/video/TV production, information design, visual and performing arts. More specifically this Certificate leads on to the Advanced Diploma of Interactive Media. In addition, a range of higher education courses have been developed.

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Graphic Designer
- Media Producer
- Publisher
- Editor
- Photographer
- Screen Printer
- Multimedia Developer
- Games Developer
- Webpage Designer

Date and time for Orientation evenings at Boronia Heights College, Upwey High School and Vermont Secondary College to be confirmed. Attendance is compulsory.
COURSE AIMS
This program provides students with the knowledge and skills to enhance their employment prospects in the automotive or automotive related industries. Depending on the electives chosen the program includes industry research, applying safe working practices, using and maintaining measuring equipment, operating electrical testing equipment, electronics, vehicle body, vehicle engine reconditioning and maintenance.

ADDITIONAL INFORMATION/REQUIREMENTS
Students are required to have protective overalls and steel capped boots.

WORK PLACEMENT
40 hour work placement required.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
- Apply safe work practices
- Variety of automotive repair procedures
- Use of automotive electrical test equipment
- Research a variety of facets of the automotive industry

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
- Dismantle and reassemble engines
- Dismantle and reassemble transmission, cooling systems
- Dismantle and reassemble steering and brake systems
- Construct basic electronic circuits

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

PATHWAYS
This program provides a pathway for students into the automotive industry through a traineeship or apprenticeship.

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Mechanic
- Auto Electrician
- Panel Beater
- Spray Painter
- Spare Parts Manager
- Automotive Engineer

Date and time for Orientation evenings at Swinburne University and Mullauna College to be confirmed.
Attendance is compulsory.
21844VIC CERTIFICATE II IN BUILDING AND CONSTRUCTION – CARPENTRY

COURSE AIMS
The VCE VET Building and Construction program provides students with the knowledge and skills that will enhance their employment prospects in the Carpentry 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.

CLUSTER PROVIDER
Aquinas College
St Joseph’s College
Wantirna College

DAY & TIME
Aquinas College
Units 1 & 2 Wednesday 1.30pm – 7.00pm
Units 3 & 4 Wednesday 1.30pm – 7.00pm

St Joseph’s College
Units 1 & 2 Tuesdays 8.00am – 12.30pm
Units 1 & 2 Tuesdays 1.00pm – 5.30pm
Units 3 & 4 Wednesdays 8.00am – 12.30pm
Units 3 & 4 Wednesdays 1.00pm – 5.30pm

Wantirna College
Units 1 & 2 Wednesdays 9.00am – 1.00pm
Units 1 & 2 Wednesdays 1.30pm – 5.30pm
Units 3 & 4 Wednesdays 1.30pm – 5.30pm

NUMBER OF STUDENT PLACES
120 places are available in this program.

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 and 2, and a Units 3 and 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. It can however, be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
80 hour placement recommended over the two years, of which at least half (40 hours) must be undertaken in the first year.

ADDITIONAL REQUIREMENTS/INFORMATION
Students must provide their own overalls and steel-capped boots, as well as purchasing a textbook.

Other requirements will be covered at the orientation night, including additional training during the holidays.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
- Building and construction industry induction
- First aid
- Safe handling of power tools
- Red card qualifications

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
- Incorporate building structures
- Sub floor framing
- Wall framing
- External cladding

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

PATHWAYS
The Certificate II in Building and Construction – Carpentry program leads to apprenticeship opportunities in Carpentry, Joinery, Stair building or Shop Fitting. This program may also lead to the Diploma of Building (full-time or part-time).

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Builder
- Carpenter
- Building Inspector
- Draftsperson
- Architect
- Cabinet Maker
- Civil Engineer

Date and time for Orientation evenings at Aquinas College, St Joseph’s College and Wantirna College to be confirmed. Attendance is compulsory.
CISCO1- DISCOVERY AND EXPLORATION

COURSE AIMS
Luther College will offer CISCO Discovery and Exploration for students wishing to obtain a VCE pass for the VCE subject, CISCO 1. It provides an introduction to the world of computer networking and responds to the strong desire among students for exposure to networking.

CLUSTER PROVIDER
Luther College

DAY & TIME
Units 1 & 2 Wednesdays 2.00pm – 5.30pm
Units 3 & 4 Mondays 4.00pm – 6.00pm

NUMBER OF STUDENT PLACES
15 places are available in this program.

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Strand of VCAL.
VCE: Students who complete the delivered Discovery program will be eligible for two unit’s credit towards their VCE at a Unit 3 / 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. It can however, be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
Not required.

UNIT 1 & 2 PROGRAM CONTENT
Luther College’s course covers an introduction to networking for homes and small business. It includes a study of network devices eg. LINKSYS Home Routers and media types, introduction to IP addressing, secure wireless connectivity and the use of packet traces for network prototyping.

UNIT 3 & 4 PROGRAM CONTENT
Luther College’s second year program covers the role of an ISP to provide an integrated solution for business or home computing. Networks are planned using sub-netting. Routers are configured statically and dynamically, using routing protocols. Routers are also configured with DHCP and NAT. Basic switch configurations are applied, including port security.

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

PATHWAYS
Certificate III in Information Technology
Certificate IV in Information Technology
Diploma of Information Technology
Advanced Diploma of Computer Science
Degree in Information Technology

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Network Engineer
- Solution Architect
- Computer Engineer

Date and time for Orientation evening at Luther College to be confirmed. Attendance is compulsory.
21887VIC CERTIFICATE II IN ELECTROTECHNOLOGY STUDIES (Pre-Vocational)

COURSE AIMS
The VCE VCAL Pre-Vocational Electrotechnology program aims to equip learners with the knowledge and skills to seek employment as Apprentice Electricians. Electricians are employed to install electrical components or to maintain, repair or replace existing electrical infrastructure or products. This course was commonly known as an electrical pre-apprenticeship aims to provide students with general knowledge and skills relating to the electrical industry.

CLUSTER PROVIDER
KIOSC Trade Training Centre- Swinburne University, Wantirna Campus

DAY & TIME
Units 1 & 2 Wednesdays 8.00am – 4.45pm

NUMBER OF STUDENT PLACES
18 places are available in this program.

CONTRIBUTION TO VCAL/VCE
VCAL: This program contributes to the Industry Strand of VCAL.
VCE: Block credit arrangements are available for this program

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 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
30 hours recommended

ADDITIONAL REQUIREMENTS/INFORMATION
Students will be required to wear suitable construction attire (work overalls and steel capped boots) no jewellery allowed. A scientific calculator is required.
More information on this will be given at the compulsory orientation evening.

UNIT 1 & 2 PROGRAM CONTENT
Dismantle, assemble & fabricate electrotechnology components and solve problems in multi path DC circuits and low voltage single path circuits.
Use electrotechnology work activities to produce products.

PATHWAYS
The Certificate II in Electrotechnology may lead to an apprenticeship and/or provide a progression to Certificate III or IV in other electrotechnology fields.

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Electrician
- Auto Electrician
- Technician
- Information Technology Technician

Date and time for Orientation evening at KIOSC to be confirmed.
Attendance is compulsory
COURSE AIMS
This program provides entry level training for prospective applicants who may enter a wide variety of careers in the Engineering/Manufacturing Industry. The Manufacturing Industry covers a wide range of industry sectors and jobs. The industry includes everything that is made. The occupations within it include all of the people who conceive, design, and manufacture, assemble, install, repair, package and sell those products.

ADDITIONAL REQUIREMENTS/ INFORMATION
Students will be required to attend a one week holiday block. The course at the KIOSC venue has a mechatronics flavor.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include: OH&S, using computers for engineering related work activities, applying basic computational principles, basic machining, using power and hand tools and applying basic fabrication techniques.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include: Applying Electrotechnology principles in an engineering environment, using basic engineering concepts to plan the manufacture of engineering components, produce basic components and products using fabrication and machining, performing cutting, grinding and turning operations, producing sketches and drawings.

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

PATHWAYS
Certificate III in Engineering
Engineering Apprenticeship – Mechanical, Fabrication, Automotive or Electrical

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

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Electrical Engineering
- Electrician
- Filter and Tuner
- Manufacturing Engineer
- Boiler Maker
- Metallurgical Engineer
- Toolmaker
- Mechanical Engineering
- Automotive engineering

Date and time for Orientation evenings at KIOSC and Ringwood TTF to be confirmed.
Attendance is compulsory.
 COURSE AIMS
The Certificate II in Equine Industry is an introductory course that prepares students for work in the equine industry.

CLUSTER PROVIDER
Box Hill Institute – Elgar Campus

DAY & TIME
Units 1 & 2 Mondays 4.00pm - 7.30pm
Or 4.30pm – 8.00pm
Units 1 & 2 Tuesdays 4.00pm – 7.30pm
Units 1 & 2 Wednesday 2.00pm – 5.30pm

NUMBER OF STUDENT PLACES
Unlimited

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 five unit’s credit towards their VCE: three units at the units 1 & 2 level and two units at the 3 & 4 level.

ATAR: Students wishing to receive an ATAR contribution for the units 3 and 4 sequence of VCE VET Equine Industry 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 hour placement required

UNIT 1 & 2 PROGRAM CONTENT
The qualification covers units such as working in an equine organization, safe handling and daily care of horses and developing a career path in the equine industry. Elective units include horse riding and driving, preparing horses for competition, assisting in the conduct of an equine industry event, caring for mares and foals an providing advice on equine products.

UNIT 3 & 4 PROGRAM CONTENT
Units 3 & 4 incorporate core units such as carrying out horse observation, responding to equine injury and disease, equine anatomy and physiology and determining nutritional requirements for horses.

More information on the content of this program will be given at the compulsory orientation evening. Please note this course is subject to change.

PATHWAYS
CERTIFICATE III
- Farrier
- Agriculture
- Turf/Horticulture
- Racing Steward

CERTIFICATE IV
- Horse Management
- Veterinary Nursing

DIPLOMA
- Equine Stud Management
- Sports Marketing
- Racing (Thoroughbred) Training

ADVANCED DIPLOMA/UNDERGRADUATE DEGREE
- Bachelor of Equine Studies
- Marketing
- Business Management
- Horticulture

POSSIBLE FUTURE CAREERS OPPORTUNITIES
- Jockey
- Farrier
- Thoroughbred Trainer
- Stable Hand
- Business Manager
- Veterinarian
- Racing Steward

Date and Time for the Orientation evening for this course to be confirmed. Attendance is compulsory.
LMF20309 CERTIFICATE II IN FURNITURE MAKING
with selected units from Certificate III

COURSE AIMS
The Certificate II in Furniture Making is an introductory course that prepares students for work in the furnishing industry.

CLUSTER PROVIDER
Box Hill TAFE

DAY & TIME
Units 1 & 2 Wednesdays 1.00pm – 8.30pm

NUMBER OF STUDENT PLACES
20 places are available in this program

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

VCE: On completion students are eligible for up to five unit’s credit towards their VCE. Three units at the Unit 1 & 2 level and two at the Unit 3 & 4 level.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 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 recommended only.

ADDITIONAL REQUIREMENTS/INFORMATION
Students will be required to complete the compulsory Units 1 & 2 First Aid module via on-line theory work in their own time and attend a one day practical session during the Term 1 or Term 2 school holidays.

UNIT 1 & 2 PROGRAM CONTENT
Sample competencies covered in the first year include:
Follow safe working policies and practices, join solid timber, construct a basic timber furnishing product.

UNIT 3 & 4 PROGRAM CONTENT
Sample competencies covered in the second year include:
Assemble furnishing components, read and interpret documents and construct furniture using leg and rail method.

PATHWAYS FOR FURNISHINGS
Apprenticeships – Certificate III in Furnishings
Certificate IV in Furniture Production
Diploma of Furnishings in Furniture Technology
Diploma of Arts in Furniture Design
Bachelor of Design

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Cabinet Maker
- Furniture Designer and Maker
- Wood Machinist
- Soft Furnishing Maker
- Upholsterer
- Textile Technician/Mechanic
- Musical Instrument maker
- Leather worker
- Craft design
- Furniture Restore
- French Polisher

Attendance is compulsory.

Date and Time for the Orientation evening for this course to be confirmed.
COURSE AIMS
This program aims to train students in skills to assist in progressing to a Horticulture apprenticeship or further studies at Diploma/Degree level. The course has a landscaping focus.

CLUSTER PROVIDER
Fairhills High School / Holmesglen TAFE – Waverley Campus (fortnightly rotation)

DAY & TIME
Units 1 – 2 Wednesdays 9.00am – 1.00pm

NUMBER OF STUDENT PLACES
20 places are available in this program.

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 any of the eight RTF Certificate II in Horticulture qualifications will be eligible for up to five units credit towards their VCE: up to three units at Units 1 and 2, and a Units 3 and 4 sequence.

ATAR: This subject does not have a study score and therefore cannot contribute towards the student’s primary four. It can however, be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the average of the primary four scaled).

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

WORK PLACEMENT
200 hours required.

ADDITIONAL REQUIREMENTS/INFORMATION
Sessions will be held at both Fairhills High School and Holmesglen TAFE – Waverley Campus, on a fortnightly rotation.

PROGRAM CONTENT
Over the two years students are introduced to landscaping design and construction, have the opportunity to observe environment work practices, plant trees and shrubs, recognise plants, treat weeds, lay paving and construct walls.

PATHWAYS
Certificate III in Horticulture
Certificate III in Horticulture-Landscape
Certificate III in Irrigation
Certificate IV in Conservation and Land Management
Certificate IV in Horticulture
Diploma in Horticulture
Diploma in Conservation and Land Management
Advanced Diploma in Conservation and Land Management

POSSIBLE FUTURE CAREER OPPORTUNITIES
- Landscape Gardener
- Landscape Architect
- Horticulturalist
- Tree Surgeon
- Turf Manager

Date and time for Orientation evening at Fairhills High School to be confirmed.
Attendance is compulsory.
22071VIC CERTIFICATE II IN INTEGRATED TECHNOLOGIES (formerly Electrotechnology)

**COURSE AIMS**
Employees working in the electrotechnology industry draw their skills from across various new technologies, including the use and management of computer networks (information technology), electronics technologies and their applications. The skills set acquired can be used across a number of industries which use these shared technologies such as automotive, building and construction, electrical, engineering, IT and telecommunications.

**CLUSTER PROVIDER**
St Joseph’s College – Ferntree Gully
KIOSC Trade Training Centre- Swinburne TAFE Wantirna

**DAY & TIME**
St Joseph’s College
Units 1 & 2 Wednesday 8.30pm – 3.30pm
Units 3 & 4 Wednesday 4.00pm – 8.00pm

KIOSC Trade Training Centre- Swinburne University Wantirna campus
Units 1 & 2 Tuesdays and Fridays 1.45pm – 4.45pm

**NUMBER OF STUDENT PLACES**
64 places are available in this program.

**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:** This program contributes to four VCE/VET units. Two units at the 1 & 2 level and two at the 3 & 4 level.

**WORK PLACEMENT**
40 hours recommended

**ADDITIONAL REQUIREMENTS/INFORMATION**
Students will be required to attend a one week holiday training block for Units 1 & 2 and two one week training blocks for Units 3 & 4.

KIOSC - Students are required to wear closed toe shoes, no jewellery is allowed and a scientific calculator is required.

**YEAR 1 (UNIT 1 & 2) PROGRAM CONTENT**
Sample competencies covered in the first year include:
- Set up and operate a wireless communications link
- Set up and test an embedded control system
- Construct and configure a basic robotic system
- Carry out a shared technology project

**YEAR 2 (UNIT 3 & 4) PROGRAM CONTENT**
Sample competencies covered in the second year include:
- Identify and select components/accessories/materials for electrotech work activities
- Apply technologies and concepts to electrotech work activities
- Implement a digital circuit using a programmable logic device
- Program a basic robotic system

**PATHWAYS**
This Certificate provides a pathway into industries that are likely to combine different types of technologies. These industries include automotive, building and construction, electrical, electronics, engineering, information technology and telecommunications.

**POSSIBLE FUTURE CAREER OPPORTUNITIES**
- Electrician
- Electronics Technician
- Data Communications technician

*Date and time for Orientation evenings at KIOSC and St Joseph’s College to be confirmed.*
*Attendance is compulsory.*
 COURSE AIMS
This program aims to train students in skills to assist in progressing to a Horticulture apprenticeship or further studies at Diploma/Degree level. The course has a landscaping focus.

CLUSTER PROVIDER
KIOSC Trade Training Centre- Swinburne University, Wantirna campus

DAY & TIME
Units 1 & 2 Thursdays 8.00am – 4.45pm

NUMBER OF STUDENT PLACES
18 places are available in this program

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 at the Unit 1 & 2 level for the Certificate II program.

ATAR: There is no ATAR contribution for the Certificate II program.

WORK PLACEMENT
Not required.

PROGRAM CONTENT
Dismantle, assemble and fabricate electrotechnology components and learn to lay wiring/cabling and terminate accessories for extra-low voltage circuits. Solve problems in extra-low voltage single path circuits and multiple path DC circuits.

ADDITIONAL REQUIREMENTS/INFORMATION
Students are required to wear closed toe shoes, no jewellery is allowed and a scientific calculator is required.

PATHWAYS
The Certificate II in Renewable Energy may lead to an apprenticeship and/or provide a progression to Certificate III or IV in other Electrotechnology fields.

*Date and time for Orientation evening at KIOSC to be confirmed. Attendance is compulsory.*