

StudentVET

# Information Booklet

2006



Inner Northern



Local Learning & Employment Network

## *Introduction/Foreword*

Welcome to our expanded LLEN VET booklet for schools in the north. It now includes information from the local government areas of Darebin, Moreland and Yarra in addition to the cities of Hume and Whittlesea and has been developed through a regional partnership between Inner Northern LLEN and Hume Whittlesea LLEN.

The northern LLENs view the development and promotion of VET in schools as an important priority for both broadening the potential pathways of young people and preparing them for the jobs of the 21st century. Positive feedback from earlier publications was overwhelming and we are both encouraged and excited at the many initiatives and opportunities that grew from this production. We have seen new VET courses developed, a greater sharing between schools and increased involvement from the industry sector.

This booklet lists the available courses that we were aware of at the time of printing. There is an opportunity for you to be able to explore a VET course in other schools in the area, without leaving your school and friends. If you are thinking about this path then it is essential that you discuss the options with your VET coordinator.

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**Disclaimer:** Although careful attention to detail has been given to all aspects of information contained in this booklet, readers should check key sources before proceeding.



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## ***How To Use This Booklet***

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- Read the Course descriptions carefully.
- Note the employment opportunities on page 7 & 8.
- Discuss options with your Careers/VET advisor, your parent(s) and/or those you wish to involve. Check your schools VCE Handbook.
- Select your preferred VET Course.
- Contact will need to be made with the school providing your chosen VET Course to see if you can study there and if there is an orientation evening. Enrolment details and dates should be provided at this activity. Schools generally would prefer you to enroll in late November, early December but will accept enrolments up to early February if space is available.
- Please note there is a cost associated with each program. You should contact your VET Coordinator to find out an estimate and when the deposit is due.

## ***The VCAL Option***

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For all young people who want to express their skills through practical experiences, the Victorian Certificate of Applied Learning (VCAL) may be the choice of study in Years 11 and 12. VCAL can be undertaken in conjunction with VCE subjects or as a stand alone certificate. VCAL is designed to prepare young people for the world of work and can lead to training and employment when Year 12 is completed.

VCAL can prepare young people for a range of jobs and industries such as automotive, broadcasting, engineering, horticulture and hospitality among many others. VCAL can be a very good gateway to a TAFE course and a career.

Most schools offer VCAL now but will have different programs depending on the school. To find out more about VCAL, contact one of the schools listed in this booklet.



## **KEY TO TERMS USED IN THIS BOOKLET**

### ***Auspiced by***

Course delivered by a Registered Training Organisation.

### ***Competency***

A distinct work performance specified in terms of what should be done and the standard to which it must be performed, as required by industry.

### ***Module***

A unit of study in a VET course.

### ***Managed Individual Pathways (MIPs)***

Managed Individual Pathways (MIPs) is a program in government schools where every 15-19 year old is given help to prepare a plan for going on to further education, training or employment and to develop skills for managing their pathways throughout their working lives. Schools are given money to do this but each school may do its Managed Individual Pathways program in different ways.

Students of government schools and their families should ask to speak to the Managed Individual Pathways coordinator at their school if they want any more information about the Managed Individual Pathways program at their school.

### ***School-Based New Apprenticeships (SBNAs)***

School-Based New Apprenticeships (SBNA) help young people get part of an apprenticeship or traineeship qualification while still studying at school. Under a School Based New Apprenticeship a student works for an employer part time, gets paid and gains a work qualification while doing the VCE or VCAL.

Some School Based New Apprenticeships could lead to a full apprenticeship or traineeship after Year 12 is finished. Whether this happens or not they can still give students valuable experience and get them ready for the world of work.

For more information about School Based New Apprenticeships talk to a careers teacher or VET Coordinator at one of the schools listed in this booklet

### ***RTO***

Registered Training Organisation. A provider of training registered with the Office of Post Compulsory Education Training and Employment.

### ***Stream***

A theme of study made up of several modules of a VET course.

### ***What is VET?***

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

VET is a two year program combining general VCE/VCAL studies with accredited vocational education and training. It enables students to complete a nationally recognised vocational qualification (eg. Certificate II Multimedia) and the Victorian Certificate of Education (VCE) at the same time.

VET allows students to go directly into employment or receive credit towards further study. Important industry specific and workplace skills are learnt through the VET program.

### ***How does VET work?***

A VET in Schools program is usually made up of:

- VCE VET units that are delivered by registered training organisations, the students' school or another school close by.
- Structured Workplace Learning (SWL) takes the form of a one to two week work placement with an employer as part of a VET in Schools course. If, for example, a student is doing an automotive course he or she may do a work placement with a mechanic; someone doing hospitality may do one in a café. Structured Workplace Learning is often a good way to learn about the workplace while also learning some new skills. Some schools use special agencies to arrange Structured Workplace Learning for them while others will help students find their own. For more information about Structured Workplace Learning talk to a careers teacher or VET coordinator at one of the schools listed in this booklet.

### ***Credit in the VCE***

VET is fully incorporated into the VCE. Key features include:

- VET programs have a Unit 1 - 4 structure.
- Up to eight of the units of study can be VCE VET units obtained across a maximum of two VET programs.
- Up to two of the three sequences other than English, can be approved VCE VET unit 3 and 4 sequences.
- VET programs contribute directly to the ENTER score or as a 5th or 6th subject.

For more information you can access the Victorian Curriculum and Assessment Authority (VCAA) website. [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)



## **ADVANTAGES OF STUDYING VET**

### ***A Regional Perspective***

"Growing Melbourne's North" is a study of the economy in the north of Melbourne, the area where you live. It talks about future job opportunities in our area. "Growing Melbourne's North" says that there will be good opportunities in the north but the best jobs will go to those people who have good training and skills. This doesn't just mean going to university as there are also many good careers that don't require university studies. A VET course at school can be a good way to help you start preparing for the jobs of the 21st century.

Talk to your VET Coordinator or careers teacher if you would like to know more about some of the jobs that your VET course may lead to.

Anyone wishing to have a look at "Growing Melbourne's North" can find it on <http://www.northernacc.com> Click on the link "Regional Profile"

### ***VET increases Students' Learning Potential***

- Broadens VCE and VCAL options.
- Develops the 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.
- Matches student interest and career directions through the provision of strong pathways.

### ***VET Gives National Qualifications and Skills***

- Upon successful completion of the program, students are awarded a nationally accredited vocational training certificate.
- VET qualification articulates directly into further education and training at TAFE.
- VET provides access to a range of different technologies related to the type and place of work.

### ***VET Prepares Students for the Workforce***

- Expands post school opportunities.
- Provides the opportunity to trial a career. Helps students explore possible areas of interest which promote further study and work choices.
- Allows students to develop strong links with industry and local community employers. Students may be offered part time or casual work.
- Improves employment prospects.
- Helps students gain knowledge of employer's expectations and real working conditions.
- Develops students capacity for co-operation, teamwork and leadership skill development.
- Assists the transition from school to work.

### **Agriculture**

Ag. Technician, Ag. Engineer, Biochemist, Botanist, Plant Scientist.

### **Automotive Technology**

Mechanic, Electrician, Body Repairer, Air-conditioning Fitter, Parts, Retail.

### **Beauty**

Make-up artist, beauty therapist

### **Building and Construction**

Labourer, Contractor, Inspector, Site Manager, Surveyor, Project Manager, Driver, Crane Operator, Administration.

### **Business Services (Office Administration)**

Administrative Assistant, Receptionist, Secretary, Information Officer, Customer Service Officer.

### **Clothing Design and Production**

Machinist, Designer, Pattern Maker, Drapist, Retail Sales, Grader, Marketing and Production Manager.

### **Community Services**

Social Worker, Nursing, Psychologist, Counsellor, Nanny, Youth Worker, Rehabilitation, Residential Care Worker, Welfare Officer, Personal Career, Physiotherapist, Occupational Therapist.

### **Dance**

Entertainment Industry -Ballet, Theatre, Circus, Screen, Television, Teacher-contemporary, cultural, folk, Marketing and Production.

### **Desktop Publishing**

Graphics Designer, Publisher, Editor, Printing Industry.

### **Electrotechnology**

Technician, Technologist, Tradesperson, Serviceperson, Engineer, Engineering Technologist.

### **Engineering**

Toolmaking, Fitting and Machining, Welding, Sheetmetal Work, Instrument Making, Aircraft Mechanic, Marine Mechanic, Electrical Mechanic, Lift Mechanic, Motor Mechanic, Drafting.

### **Entertainment**

Entertainment industry- Ballet, theatre, screen, television.

### **Equine Industry**

Animal Attendant, Stable Hand, Horse Breeding, Racing, Mounted Police, Veterinary Nursing, Biological Science, Retail, Coaching.

### **Finance**

Accounting, Credit Management, Loss Adjusting, Mercantile Agents, Personal Trustees, Retail Financial Services, Stockbroking.

### **Furnishings**

Cabinet Maker, Furniture Maker, Wood Machinist, Wood Turner, Wood Carver, Furniture Design, Joiner, Upholsterer, Production Management, Product Development.



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### ***Hairdressing***

Hairdresser.

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### ***Horticulture***

Nursery Production, Nursery Retailing, Floriculture, Park Management and Maintenance, Floristry, Pest and Weed Control, Gardening, Greenkeeping, Landscaping, Turf Management and Maintenance.

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### ***Hospitality***

Executive Chef, Senior Cook, Apprentice Cook, Kitchen Hand, Cocktail/Lounge or Food Waiter, Bar Manager, Bar Attendant, Housekeeper, Room Attendant, Front Office Manager, Duty Manager, Receptionist, Accounts Clerk, Concierge, Porter.

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### ***Information Technology***

Programmer, Analyst, Network Engineer, Computer Science, Software Engineer, Computer Systems Engineer, Computer Hardware Service Technician, Computer Operator, Data Processing Operator.

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### ***Laboratory Skills***

Laboratory Assistant Technical Officer, Technical Specialist, Supervisor, Scientist, Lab Manager.

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### ***Multimedia***

Web Site Supervisor, Project Manager, Graphic Designer, Animator, Script Writer, Editor, Video/Sound Producer, Sound Editor, Systems Designer, Programmer, Network Administrator, Special Effects Engineer, Producer, Director, Publisher, New Product Developer.

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### ***Music Industry***

Recording, Publishing, Retail, Music Business, Entertainment, Radio, Television, Film, Video, Advertising, Computer Software, Multimedia, Teaching, and Performance.

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### ***Retail***

Store Assistant, Supervisor, Retail Manager, Senior Salesperson, Merchandiser.

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### ***Sport and Recreation***

Aerobic Instructor, Fitness Instructor, Physical Education Teacher, Sports Management/Administrator, Sports Coach, Recreation Officer, Sportsperson, Leisure and Cultural Services Officer, Outdoor Recreation Activity Leader, Dietician, Nutritionist, Physiotherapist, Referee, Broadcasting and Sports Journalism.

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### ***Small Business***

A variety of trade and service businesses including: Real Estate Agency, Motor Mechanic, Insurance Companies, Travel Agency, Clothing and Retail.

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### ***Supply Chain Management***

Logistics Planner, Goods Scheduler, Transport Scheduler, Engineering Analyst, Retail Merchandiser, Events Coordinator, Project Coordinator and Production Coordinator, Customs Officers, Import/Export Specialists.

### ***Course Aims***

The Certificate is designed to provide skills and knowledge at an entry level standard in a range of rural industries. Students who complete this training will be able to work safely under routine supervision.

### ***Future Pathways***

The Certificate can lead to Level 4, apprenticeships and Advanced Diploma studies.

### ***Provider***

Salesian C      auspiced by NMIT Epping

### ***Credit in the VCE***

On completion of the Certificate II in Agriculture, students are eligible for up to five VCE VET units. Three units at 1-2 level and a 3-4 sequence.

### ***Structured Workplace Learning***

Minimum of 200 hrs.

*This course is also available as a School Based New Apprenticeship.*

## **COURSE OUTLINE**

### ***VCE VET Units 1 - 4 Competencies***

<b><i>Core</i></b>	<b><i>Hours</i></b>	<b><i>Elective</i></b>	<b><i>Hours</i></b>
Follow OHS procedures	20	13 units to achieve either a generalist qualification or a sector specialization from beef, dairy, goat, pig, poultry, grain and sheep and wool production, or horse breeding, or milk harvesting.	260 min
Observe environmental work practices	20		
Work effectively in the industry	20		
Participate in workplace communications	30		
Apply chemicals under supervision.	30		



# CERTIFICATE II IN AUTOMOTIVE TECHNOLOGY

## Course Aims

This program aims to:

- Provide students with the skills and ability to achieve competencies which will enhance their employment and further training prospects within the Automotive and allied industries.
- Provide students with "work ready" knowledge and skills applicable to a variety of career paths in the automotive industry.

## Future Pathways

The Certificate can lead to advanced Certificate levels, Apprenticeships and Diploma Studies.

## Provider

Collingwood C (The Island)	school is the RTO
Craigieburn SC	auspiced by Kangan Batman TAFE Broadmeadows
Hillcrest SC	school is RTO
Northland SC(Ntec)	school is RTO
Parade C	auspiced by Kangan Batman TAFE Broadmeadows
Roxburgh C	auspiced by Kangan Batman TAFE Broadmeadows
Salesian C	auspiced by Kangan Batman TAFE Broadmeadows
Sunbury Downs SC	auspiced by Kangan Batman TAFE Broadmeadows
Thornbury High S	auspiced by Kangan Batman TAFE Broadmeadows
Whittlesea SC	auspiced by Kangan Batman TAFE Broadmeadows

## Credit in the VCE

On completion of the Certificate II program, students are eligible for credit of up to four VCE VET units. Two of these units at 1-2 level and a 3-4 sequence.

## Structured Workplace Learning

A minimum of 10 days is recommended.

*A range of courses are available as School Based New Apprenticeships or Traineeships. ( Tyre fitting, Underbody, Vehicle servicing, Replacement parts, Service station Operations, Warehousing, Detailing, Paint & Panel).*

## COURSE OUTLINE

### VCE VET Units 1 & 2 Competencies

	Hours		
Follow workplace occupational health and safety procedures	20	Use numbers in the workplace	10
Use and maintain workplace tools and equipment	20	Access and retrieve computer data	15
Contribute to workplace communication	20		
Establish relations with customers	20	<b>VCE VET Units 3 &amp; 4 Competencies</b>	<b>Hours</b>
Carry out maintenance &/or component servicing operations	20	Test service and replace battery	15
Identify automotive parts/components/accessories	40	Carry out minor repairs to electrical circuits/systems	40
Read in the workplace	10	Use and maintain measuring equipment	15
		Electives to be discussed with the provider	

### ***Course Aims***

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This qualification is part of the National Beauty Training Package. It will equip the student with a high standard of skill and knowledge necessary to perform Beauty Treatments on the face and body.

### ***Future Pathways***

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Can lead to Apprenticeships and advanced Certificates.

### ***Provider***

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Epping SC                      auspiced by Beauty & Hair Academy of Aust.

### ***Credit in the VCE***

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Students undertaking this program are not eligible for credit in the VCE but may be eligible for VCAL credits.

### ***Structured Workplace Learning***

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This is strongly recommended and will need to be discussed with the course provider.

## **COURSE OUTLINE**

### ***Subjects***

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Work effectively in a salon environment.

Communicate with clients.

Apply safe working practices.

Perform salon cleaning duties.

Merchandise beauty products

Sell beauty products.

Conduct financial transactions

Provide manicures



## BUILDING AND CONSTRUCTION, VET IN THE VCE

### Course Aims

The aims of the VCE VET Building and Construction program are to:

- Provide participants with knowledge and skill development to enhance their employment prospects within the building and construction industry.
- Enable participants to gain credit towards a nationally recognised credential and to make a more informed choice of vocational and career paths.

### Future Pathways

Upon completion of the VCE VET program, students may need to complete the remaining third of the Certificate II in Building and Construction (Bricklaying, Carpentry, Painting and Decorating Pre-apprenticeship) before proceeding to the appropriate apprenticeship qualification. The Certificate can lead to Apprenticeships, advanced Certificates and Degree qualifications.

### Provider

Collingwood C(The Island)	school is the RTO ( I & II )
Peter Lalor SC	school is the RTO
Sunbury Downs SC	auspiced by Kangan Batman TAFE Broadmeadows
Whittlesea SC	auspiced by Kangan Batman TAFE Broadmeadows

### Credit in the VCE

Students undertaking this program are eligible for up to four VCE VET units. Two units at Unit 1-2 level and two through the 3-4 sequence.

### Structured Workplace Learning

A minimum of 10 days is recommended.

## COURSE OUTLINE (choose one stream)

<b>VCE VET Units 1 &amp; 2 Modules</b>	<b>Hours</b>	<b>VCE VET Units 3 &amp; 4 Modules</b>	<b>Hours</b>
Career Studies	16	Quality principles	8
Building industry induction	16	Workplace documents and plans	20
Communications for the building industry	20	Building structures	8
Workplace safety and procedures	40	Calculations for the building industry	20
Basic first aid	8		
Levelling	8	1. Concrete technology	20
Safe handling of plant and power tools	16	1. Bricklaying set out, base and veneer construction	100
Introduction to scaffolding	24	2. Floor and wall framing	74
1. Bricklaying Hand tools	20	2. Roof framing	40
stream Bricklaying skills	86	2. Basic setting out	16
2. Carpentry Hand tools	80	2. External cladding	24
stream		3. Surface preparation	80
3. Paint / Dec Hand tools	40	3. Paint principles	12
stream Paint application	40	3. Application of water based paints	70

### **Course Aims**

This course aims to:

- Provide participants with knowledge and skills to achieve competencies which will enhance their employment prospects within the Clerical-Administrative workforce.
- Enable participants to gain a recognised credential and where appropriate credits in further education and training.

### **Future Pathways**

Business Services Training Package: including Business Admin, Information, Management Services and Human Resource Management.

### **Provider**

Craigieburn SC	auspiced by Kangan Batman TAFE Broadmeadows school is the RTO
Epping SC	school is the RTO
Fawkner SC	school is the RTO
Gladstone Park SC	auspiced by Kangan Batman TAFE Broadmeadows school is the RTO
Hillcrest SC	school is the RTO
Lalor North SC	auspiced by Kangan Batman TAFE Broadmeadows
Mercy C	auspiced by Australian Institute of Education & Training
Mill Park SC	auspiced by NMIT Epping
Pascoe Vale Girls SC	auspiced by Kangan Batman TAFE Broadmeadows
Peter Lalor SC	school is the RTO
St Monica's C	auspiced by Kangan Batman TAFE Broadmeadows
Sunbury C	auspiced by Kangan Batman TAFE Broadmeadows
Sunbury Downs SC	auspiced by Victoria University of Technology

### **Credit in the VCE**

Students undertaking Program 1 are eligible for up to three VCE VET units. These units are at Unit 1-2 level. Students undertaking Program 2 are eligible for up to four VCE VET units. Two units at 1-2 level and a 3-4 sequence.

### **Structured Workplace Learning**

10 days recommended

*This course is also available as a School Based New Apprenticeship.*

## **COURSE OUTLINE**

### **VCE VET Units 1 & 2 Competencies**

	<b><u>Hours</u></b>	<b><u>Electives</u></b>	<b><u>(5 of the following)</u></b>
Organise and complete daily work activities	20	Work effectively in a business environment	20
Communicate in the workplace	40	Process and maintain workplace information	30
Work effectively with others	15	Deliver a service to customers	20
Use business technology	30	Implement improved work practices	30
Provide information to clients	20	Handle mail	15
Participate in workplace safety procedures	20	Create and use simple spreadsheets	20
Produce simple word processed documents	60	Participate in environmental work practices	20

### **VCE VET Units 3 & 4**

discuss with the VET Coordinator



## ***Course Aims***

The aims of this program are to provide students with:

- Training and practical skills in the design, construction and maintenance of small to medium sized computer networks.
- The knowledge required to undertake assessments for internationally recognised qualifications, including the Cisco Certified Network Associate (CCNA) certification examination and the CompTIA Network+ certification examination.
- Enhanced employment opportunities and pathways to further education and training in a range of fields including computer systems, information technology, engineering and telecommunications.

## ***Future Pathways***

Higher level Certificates and Advanced Diploma studies.

## ***Provider***

Mill Park SC      auspiced by Kangan Batman TAFE Broadmeadows  
 Northland SC      school is the RTO

## ***Credit in the VCE***

Students are eligible for a 3-4 sequence. Students will receive units on a pro rata basis for partial completion of the program.

## ***Structured Workplace Learning***

NIL.

## **COURSE OUTLINE**

### ***VCE VET Units 1 & 2 Modules***

### ***Hours***

### ***VCE VET Units 3 & 4 Modules***

### ***Hours***

Internetworking 1,  
Semester 1 Networking fundamentals

70

Internetworking 3, Semester III Switched  
networks and advanced routing

70

Internetworking 2, Semester II  
Router theory and router technologies

70

Internetworking 4, Semester IV Wide area  
networking

70

## ***Course Aims***

The aims of this program are to:

- Extend knowledge and skills for intending clothing design and production operators in a number of relevant areas.
- Provide a comprehensive overview of the nature of clothing design and production and of what participants must know.
- Broaden understanding of clothing design and production and of the available pathways.

## ***Future Pathways***

As the Certificate II in Clothing Design and Production does not have a unit 3-4 sequence, students may wish to build on their achievement in the Certificate by completing a suitable unit 3-4 sequence selected from VCE studies. Students who have completed the Certificate II in Clothing Design and Production and are interested in further development within the VCE should discuss this with their VCE Coordinator.

The Certificate II in Clothing Design and Production provides opportunities for self employment and career pathways into small business enterprises as well as larger clothing manufacturers. The program provides pathways into further study and articulates directly to:

- Certificate IV in Clothing Industry Studies.
- Clothing Traineeships.
- Diploma Studies.

## ***Provider***

Whittlesea SC      auspiced by Kangan Batman TAFE Broadmeadows

## ***Credit in the VCE***

On completion of this program, students are eligible for four VCE VET units. These units are at 1-2 level.

## ***Structured Workplace Learning***

80 hrs.

## **COURSE OUTLINE**

### ***VCE VET Units 1 & 2 Competencies***

### ***Hours***

Introductory Module	15	Presenting Information	20
Folio	42	Sewing Machine Operations II & III	80
Sewing	60	Materials I & II	30
Occupational Health and Safety	20	Pattern Analysis and Development I	60
Workplace Communication	40	Design Theory	40
Job Seeking Skills	20		



# CERTIFICATE II IN COMMUNITY SERVICES WORK

## Course Aims

The aims of this program are to:

- provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the Community Services or related industries
- enable participants to gain a recognised credential and to make a more informed choice of vocation or career paths.

## Future Pathways

Certificate IV, Diploma and Advanced Diploma in Community Services.  
( specializations available in aged care, disability work, and children's services )

## Provider

Mercy C                      auspiced by Kangan Batman TAFE Broadmeadows  
Peter Lalor SC            auspiced by a private RTO  
Whittlesea SC            auspiced by Kangan Batman TAFE Broadmedows.

## Credit in the VCE

Upon completion students are eligible for up to five VCE VET units. Three units at 1-2 level and two units at 3-4 level.

## Structured Workplace Learning

20 days.

*This course is also available as a School Based New Apprenticeship. (Community or Aged Care)*

## COURSE OUTLINE

<b>VCE VET Units 1 &amp; 2 Competencies</b>	<b>Hours</b>	<b>VCE VET Units 3 &amp; 4 Competencies</b>	<b>Hours</b>
Prepare for work in the Community Services Industry	50	Work effectively with young people.	40
Communicate with people accessing the services of the organization.	15	Support group activities	20
Follow the organisation's policies, procedures and programs	15	Orientation to work in the leisure and health industry.	50
Work with others	15	Operate under a case work framework.	20
Follow OHS procedures	30	( <i>Select either the Community or Children's Services Stream</i> )	~200
Apply basic First Aid.	10		
( <i>Plus three electives</i> )	~ 90		

## ***Course Aims***

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.

## ***Future Pathways***

Higher level Certificates, Degree and Diploma course are available.

## ***Provider***

Northland SC      school is the RTO  
Whittlesea SC      auspiced by Ausdance

## ***Credit in the VCE***

Certificate II in Dance is designated a Group A study. On completion students are eligible for credit of up to four VCE VET units. Two units at 1-2 level and two units at 3-4 level.

## ***Structured Workplace Learning***

Is seen as an appropriate component of the program to enhance acquisition of skills and knowledge.

## **COURSE OUTLINE**

### ***VCE VET Units 1 & 2 Modules***

### ***Hours***

### ***VCE VET Units 3 & 4 Modules***

### ***Hours***

Introduction to Dance Composition	30	Dance Career Planning and Skills Assessment	10
Basic stagecraft	15	Dance Technique - Elevation	40
Occupational Health & Safety	15	Dance Technique - Turning	40
Nutrition and Body awareness for Dance	15	Dance Technique - Falling	20
Emergency First Aid	5	Dance Technique - Locomotion	40
Workplace Communication	30	Dance Repertoire - Solo	35
Performance Psychology (Dance)	15	Dance music and Sounds	25
Dance Anatomy, Physiology and Exercise	20	Dance Repertoire - Group/Ensemble	45



### ***Course Aims***

The aims of this program are to

- provide students with a working understanding of the printing industry.
- provide a familiarisation with computers and their operating procedures.
- provide practical experience in the application and use of the fundamental typography and layout skills within the graphic arts and technology industries.
- provide practical experience in software packages, including illustration, business graphic and lettering programs used in electronic communication systems.
- provide the ability to evaluate the requirements of various input and output peripherals.
- provide the ability to evaluate colour requirements and specific needs for their application in desktop colour.

### ***Future Pathways***

Successful completion will enable a student to enter the Certificate IV in Electronic Publishing with advanced standing and credit towards the Certificate IV in Printing Technology

### ***Provider***

Mill Park SC school is the RTO

### ***Credit in the VCE***

Students undertaking this program are eligible for credit of up to four VCE VET units: two at unit 1-2 level and a unit 3-4 sequence.

### ***Structured Workplace Learning***

Strongly recommended to enhance the acquisition of skills and knowledge and increase work opportunities.

## **COURSE OUTLINE**

### ***VCE VET Units 1 & 2 Units of competence Core***

#### ***Hours***

### ***VCE VET Units 3 & 4 Units of competence Core***

#### ***Hours***

Printing industry structure and methods	12	Text and graphic manipulation (Quark Xpress)	30
Workplace communication	30	Graphic manipulation (Photoshop)	40
Introduction to personal computers.	36	Image input scanning (Tone reproduction)	42
Typography and layout for electronic publishing.	60	Systems management 1	42
Text and graphic manipulation (pagemaker)	30	Planning and estimating - manual	30
<i>Electives</i>			
- Adobe Illustrator	40		
- Adobe Corel Draw	40		

### **Course Aims**

To provide a pathway into industries including automotive, building and construction, electrical, electronics, engineering, information technology and telecommunications, where different types of technologies are combined.

Reflects the trends emerging as a result of the convergence of information and communication technology, and electronics technologies and their application in industry.

### **Future Pathways**

Apprenticeships or traineeships, such as Pre-apprenticeship Electrical Program, or higher qualifications such as Advanced Diplomas in Electrotechnology or Information Technology.

### **Provider**

Epping SC  
Northland SC(Ntec)  
Roxburgh SC  
St Monica's C

auspiced by Victec  
school is the RTO.  
auspiced by Kangan Batman TAFE  
auspiced by Box Hill or NMIT TAFE

### **Credit in the VCE**

Students undertaking this program are eligible for credit of up to four VCE VET units: two at Unit 1-2 level and a Unit 3-4 sequence.

### **Structured Workplace Learning**

30 hours minimum

## **COURSE OUTLINE**

### **VCE VET Units 1 & 2 Units of competence Core**

Carry out a shared technology project. 60

*Electives - minimum of 90 hours from at least two different specialisations.*

**Computer Systems** - network assembly, maintenance, cabling, home entertainment systems. up to 150

**Wireless Communications** - install & test LAN, and intercom systems. up to 90

**Energy Generation** - assemble low voltage battery power source, etc. up to 120

**Robotics and Embedded Controllers** - set up, test and configure, control and robotic systems. up to 90

**Photonics** - place, secure and terminate optical fibre cable, etc. up to 60

### **VCE VET Units 3 & 4 Units of competence Core**

Identify components/accessories/ materials for electrotech activities. 180

*Select any two of the following:*

**Computer System Networks** - install & configure, plus provide network system administration. up to 80

**Wireless Communication** - conduct site survey , install communication antennae. up to 60

**Energy Generation** - operate small power supply system. up to 60

**Robotics and Embedded Controllers** - implement a digital circuit using PLD, program a basic robotic system up to 60

**Photonics** - plan & build a system using photonic equipment, etc up to 60



# CERTIFICATE II IN ENGINEERING STUDIES

## Course Aims

The aims of this program are to:

- Provide the skills, knowledge and attitudes required to perform entry level roles across the four main areas of engineering technology - Fabrication, Electrical/Electronics, Production and Mechanical.

## Future Pathways

Engineering Apprenticeship - Mechanical, Fabrication, Automotive Electrical, Electronic, Refrigeration, Airconditioning, Manufacturing maintenance, Computing, Metallurgy and CAD

Advanced Diploma and Bachelor of Engineering.

## Provider

Collingwood C (The Island)	school is the RTO
Epping SC	school is the RTO
Northland SC (Ntec)	school is the RTO
Peter Lalor SC	school is the RTO
Sunbury Downs SC	auspiced by Kangan Batman TAFE Broadmeadows
Whittlesea SC	auspiced by Kangan Batman TAFE Broadmeadows

## Credit in the VCE

On completion students are eligible for up to four VCE VET units. Two units at 1-2 level and a 3-4 sequence.

## Structured Workplace Learning

80 hours.

*This course is also available as a School Based New Apprenticeship ( Certificate II in Engineering Production).*

## COURSE OUTLINE

### VCE VET Units 1 & 2

### Hours

Functional Mathematics	20	Welding and Thermal Cutting	40
Communications and Industrial Relations	40	Engineering Drawing Interpretation 1	40
Occupational Health and Safety	20	Introduction to Electricity And Electronics	20
Quality Concepts	20		
Machining	40		
Hand and Power Tools	40		

### VCE VET Units 3 & 4

### Hours

*Elective Modules will need to be discussed with the provider*

### ***Course Aims***

This qualification is part of the Entertainment Industry Training Package. It will equip the student with a high standard of skill and knowledge necessary to perform in a range of roles in the entertainment area.

### ***Future Pathways***

Can lead to Apprenticeships and advanced Certificates.

### ***Provider***

Northland SC school is the RTO.

### ***Credit in the VCE***

Students undertaking this program are not eligible for credit in the VCE but may be eligible for VCAL credits.

### ***Structured Workplace Learning***

This is strongly recommended and will need to be discussed with the course provider.

## **COURSE OUTLINE**

### ***Units of Competency ( a selection only is listed to illustrate the range available)***

Occupational health and safety requirements associated with electrical work

Evaluate a business opportunity

Repair and maintain audiovisual equipment

Prepare film for screening

Apply art finishings

Design costumes

Plan and manage events

Sell products/services to patrons

Use research, innovation and experimentation to produce props

Prepare, rig, test and modify lighting equipment

Produce scenic art

Coordinate rehearsals

Design sound systems

Operate staging elements

Maintain wigs and hairpieces

Monitor staff performance.



## CERTIFICATE II IN EQUINE INDUSTRY

### ***Course Aims***

The aims of this program are to:

- Provide participants with the knowledge and skills to enhance their employment prospects in the equine or equine related industries.

### ***Future Pathways***

The Certificate II in Equine Industry contains components of five training packages: Rural Production, Outdoor Recreation, Racing, Retail and Business Services. Students completing the program may be provided with credit transfer into qualifications in these industry areas.

### ***Provider***

Ivanhoe GS                      school is the RTO  
 Sunbury C                      auspiced by McMillan (Uni. Of Melb.)  
 Whittlesea SC                auspiced by NMIT Epping

### ***Credit in the VCE***

On completion students are eligible for five VCE VET units three at the 1-2 level and two at 3-4 level.

### ***Structured Workplace Learning***

40 Hours.

## **COURSE OUTLINE**

### ***VCE VET Units 1 & 2 Competencies***

#### ***Hours***

### ***VCE VET Units 3 & 4 Competencies***

#### ***Hours***

Work effectively in the equine industry	80	Carry out regular horse observation	40
Identify and develop a career path in the equine industry	20	Monitor horse health	30
Communicate within the equine industry	20	Care for horses in the equine industry	50
Introduction to occupational health and safety procedures	40	Apply principles of basic anatomy and physiology to horses	40
Horse riding or driving skills I	40	Determine nutritional requirements for standardbreeds or thoroughbreds	30
Handle horses safely in the equine industry	30	<i>Discuss elective options with VET Coordinator</i>	
<i>Discuss elective options with VET Coordinator</i>			

## ***Course Aims***

The aims of this program are to:

- Provide access to a range of potential career paths within the Financial Services industry.
- Provide training and skill development in core competencies related to general accounting, for example, processing financial transactions.

## ***Future Pathways***

From Certificate IV through to Degree level courses.

## ***Provider***

Whittlesea SC      auspiced by Kangan Batman TAFE Broadmeadows

## ***Credit in the VCE***

Upon completion students are eligible for four VCE VET units, two units at 1-2 level and two units at 3-4 level.

## ***Structured Workplace Learning***

10 days.

## **COURSE OUTLINE**

### ***VCE VET Units 1 & 2 Competencies***

	<b><i>Hours</i></b>
Work within a financial services context	30
Communicate in the workplace	30
Work as part of a team	30
Use technology in the workplace	50
Apply health and safety practices in the workplace	25
Resolve customer complaints	20
Deliver a service to customers	35
Prepare bank receipts	10
Process journal entries	10

### ***VCE VET Units 3 & 4 Competencies***

	<b><i>Hours</i></b>
Prepare and process financial documentation for cash flow and accounting records	50
Monitor cash control for accounting purposes	20
Process payroll	40
Maintain financial records for reporting purposes	30
Maintain daily financial records for accounting purposes	50
Prepare reports for management	60



### ***Course Aims***

The overall aim of this program is to provide young people with the opportunity to gain comprehensive entry level training in the furnishing industry. The program covers broad based and core skills in furnishing and specific skills in cabinet making.

### ***Future Pathways***

Certificate III in Furnishing. (Cabinet making)  
Cabinet Making Apprenticeship.

### ***Provider***

Collingwood C (The Island)	school is the RTO
Craigieburn SC	auspiced by Kangan Batman TAFE Broadmeadows
LaTrobe SC	auspiced by Kangan Batman TAFE Broadmeadows
Northland SC (Ntec)	school is the RTO
Penola Catholic C	auspiced by Kangan Batman TAFE Broadmeadows
Roxburgh C	auspiced by kangan Batman TAFE
Salesian C	auspiced by Kangan Batman TAFE Broadmeadows
Thornbury High S	auspiced by Kangan Batman TAFE Broadmeadows
Whittlesea SC	auspiced by Kangan Batman TAFE Broadmeadows

### ***Credit in the VCE***

On Completion students are eligible for up to seven VCE VET units, five at 1-2 level and a 3-4 sequence.

### ***Structured Workplace Learning***

Program 1 contains a three week placement.  
Program 2 optional placement, discuss with VET Coordinator.

## **COURSE OUTLINE (Program 1)**

### ***VCE VET Units 1 & 2***

#### ***Modules***

#### ***Hours***

Introduction to Furnishing Industry	8	Surface Preparation	16
Occupational Health and Safety 1 & 2	28	Basic Static Machines and Equipment	32
Workplace Environment	8	Plan Reading and Documentation	12
Calculations	24	Leg and Rail Construction	40
Communication	40	Solid Timber Construction	40
Introduction to Materials	20	Practical Placement	114
Information Technology	20		
Hand Tools and Equipment	40	<b><i>VCE VET Units 3 &amp; 4</i></b>	<b><i>Hours</i></b>
Power Tools and Equipment	16	Quality Principles	10
Materials Handling	10	Frame Construction	80
Construction Basic	36	Modular Construction	40
Drawing	20	Drawer Construction	40
Working with Others	20	Door Construction	48

## ***Course Aims***

The Certificate II in Horticulture is designed to provide students with skills and knowledge at entry level standard in a range of horticultural industries. Students who complete this training will be able to work safely under routine supervision.

## ***Future Pathways***

Certificate III through to Advanced Diploma.

## ***Provider***

Erinbank SC	auspiced by Kangan Batman TAFE Broadmeadows
Hillcrest SC	auspiced by Kangan Batman TAFE Broadmeadows
La Trobe SC	auspiced by Kangan Batman TAFE Broadmeadows
Northland SC	school is the RTO
Roxburgh C	auspiced by Kangan Batman TAFE Broadmeadows
Salesian C	auspiced by Kangan Batman TAFE Broadmeadows
Thomastown SC	school is the RTO
Whittlesea SC	auspiced by Kangan Batman TAFE Broadmeadows

## ***Credit in the VCE***

On completion students are eligible for up to five VCE VET units. Three at 1-2 level and a 3-4 sequence.

## ***Structured Workplace Learning***

200 hours.

*This course is also available as a School Based New Apprenticeship*

In 2005 a new program based on the Amenity Horticulture Training Package will be available

## **COURSE OUTLINE**

Units of competence may be selected from the following sectors relevant in Victoria.  
- arboriculture, floriculture, landscape, nursery, parks & gardens, production, turf management.

Interested students should contact the School VET Coordinator for a course outline and elective choices.



### ***Course Aims***

Hairdressers learn haircutting, hair design, colouring, bleaching, and perming and communication skills for male and female clients. In addition hair analysis, encompassing occupational health and safety, hair structure, growth and hair and scalp health.

### ***Future Pathways***

Can lead to Apprenticeships and advanced Certificates.

### ***Provider***

Epping SC                      auspiced by Beauty & Hair Academy of Aust.  
Roxbough C                    auspiced by Beauty & Hair Academy of Aust.

### ***Credit in the VCE***

Students undertaking this program are not eligible for credit in the VCE but may be eligible for VCAL credits.

### ***Structured Workplace Learning***

This is strongly recommended and will need to be discussed with the course provider.

## **COURSE OUTLINE**

***Subjects*** (a selection only is listed to illustrate the range available)

Maintain a safe, clean and efficient work environment.

Communicate in the workplace.

Receive and direct clients.

Prepare clients for salon services

Co-ordinate salon tasks

Remove chemicals from hair.

Schedule and check-out clients

Sell products and services.

## ***Course Aims***

The aims of this course are to:

- provide access to a range of potential career paths within the hospitality industry.
- provide training and skill development for the achievement of competence in areas such as commercial cookery, front office management, housekeeping and food and beverage service.

## ***Future Pathways***

Certificate III in Hospitality.

Certificate IV in Hospitality.

Diploma of Hospitality (Management).

Advanced Diploma of Hospitality (Management).

Bachelor of Applied Science (Hospitality Management).

## ***Provider***

Broadmeadows SC

Collingwood C (The Island)

Craigieburn SC

Erinbank SC

Gladstone Park SC

Lalor North SC

Mercy C

Mill Park SC

Parade C

Pascoe Vale Girls SC

Penola Catholic C

Roxburgh C

Salesian C

St Monica's C

Sunbury C

Whittlesea SC

auspiced by Student Training in Hospitality Services school is the RTO

auspiced by Kangan Batman TAFE Broadmeadows

auspiced by Student Training Hospitality Services

auspiced by Kangan Batman TAFE Broadmeadows

auspiced by NMIT Preston

auspiced by Student Training in Hospitality Services

auspiced by NMIT & William Angliss

auspiced by Student Training Hospitality Services

auspiced by Kangan Batman TAFE Broadmeadows

auspiced by Kangan Batman TAFE Broadmeadows

auspiced by Kangan Batman TAFE Broadmeadows

auspiced by NMIT Epping

auspiced by Kangan Batman TAFE Broadmeadows

auspiced by Victoria University of Technology

auspiced by Kangan Batman TAFE Broadmeadows

## ***Credit in the VCE***

Students undertaking Program 1 are eligible for up to two VCE VET units. These units are at 1-2 level. Students undertaking program 2 are eligible for up to four VCE VET units , two at 1-2 level and a 3-4 sequence.

## ***Structured Workplace Learning***

10 days on Program 1.

20 days on Program 2.

*This course is also available as a School Based New Apprenticeship*



## COURSE OUTLINE

### *VCE VET Units 1 & 2 Competencies*

#### *Hours*

Work with Colleagues and Customers	20
Work in a Socially Diverse Environment	20
Follow Health, Safety and Security Procedures	5
Develop and Update Hospitality Industry Knowledge	25
Follow Workplace Hygiene Procedures	15
Electives for unit 1 & 2 to be discussed with the provider	

### *VCE VET Units 3 & 4 Competencies*

#### *Hours*

Provide a Link between Kitchen and Service Areas	10
Provide Food and Beverage Service	110
Prepare and Serve Non-alcoholic Beverages	15
Develop and Update Food and Beverage Knowledge	50
Prepare and Serve Espresso Coffee	30
Prepare Appetisers and Salads	25
Prepare Stocks, Sauces and Soups	35
Prepare Vegetables, Eggs and Farinaceous Dishes	45
Prepare foods according to dietary & cultural needs	70
Receive and Store Kitchen Supplies	10
Clean Premises and Equipment	12

## ***Course Aims***

The aims of this program are to:

- Provide participants with the foundation knowledge and skills to achieve competencies which will enhance their employment prospects within the Information Technology industry.
- Provide knowledge and skills in the use of a range of technologies (for the General qualification), or in the advanced use of software applications (for the Software Applications qualification) or in network administration (for the Network Administration qualification).

## ***Future Pathways***

Certificate III through to Diploma level in either Business Analysis, Systems Administration, Multimedia Integration, Software Development or Network Engineering.

## ***Provider***

Alphington Grammar (II)	auspiced by Kangan Batman TAFE Broadmeadows
Box Forest SC (II)	school is the RTO
Broadmeadows SC	auspiced by Kangan Batman TAFE Broadmeadows
Craigieburn SC (III)	auspiced by Kangan Batman TAFE (software app)
Erinbank SC (II, III)	auspiced by Kangan Batman TAFE Broadmeadows
Glenroy Specialist S (III)	auspiced by Kangan Batman TAFE Broadmeadows
Hillcrest SC (II)	school is the RTO
Isik C (III)	school is the RTO
La Trobe SC	auspiced by Kangan Batman TAFE Broadmeadows
Merrilands C (III)	auspiced by Kangan Batman TAFE Broadmeadows
Penola Catholic C (II, III)	auspiced by Kangan Batman TAFE Broadmeadows
Peter Lalor SC (II)	school is the RTO
Roxbough C (II, III)	auspiced by Kangan Batman TAFE Broadmeadows
St Joseph's C (II, III)	auspiced by Kangan Batman TAFE Broadmeadows
St Monica's C (III)	auspiced by Kangan Batman TAFE Broadmeadows
Thomastown SC (III)	school is the RTO
Whittlesea SC (II, III)	auspiced by Kangan Batman TAFE Broadmeadows

## ***Credit in the VCE***

On completion of Certificate III students are eligible for four VCE VET units. Two units at 1-2 level and a 3-4 sequence.

## ***Structured Workplace Learning***

10 days for Certificate II, 20 days for Certificate III.

*Certificate III is also available as a School Based New Apprenticeship*

## **COURSE OUTLINE**

Interested students will need to contact the School VET Coordinator for the relevant Course Outlines and Electives relating to Certificate II or Certificate III (Software Applications, General or Network Administration).



## CERTIFICATE III IN LABORATORY SKILLS

### ***Course Aims***

The aims of this program are to:

- Provide access to a range of potential career paths within a laboratory operations environment.
- Provide training and skill development for the achievement of competence required to perform entry level roles such as laboratory assistant across a range of industry sectors.

### ***Future Pathways***

Certificate IV, Technical Assistant Diploma, Advanced Diploma and Degree level courses.

### ***Provider***

Whittlesea SC      auspiced by Kangan Batman TAFE Broadmeadows

### ***Credit in the VCE***

On completion students are eligible for up to five VCE VET units. Three units at 1-2 level and two at 3-4 level.

### ***Structured Workplace Learning***

10 days.

## **COURSE OUTLINE**

### ***VCE VET Units 1 & 2 Competencies***

#### ***Hours***

### ***VCE VET Units 3 & 4 Competencies***

#### ***Hours***

Communicate with other people

40

Contribute to the achievement  
of quality objectives

30

Process and record data

70

Work efficiently as part of a team

20

Maintain the laboratory fit for purpose

30

Calibrate test equipment and assist  
with its maintenance

50

Work safely in accordance

with defined policies and procedures

40

Follow established work plan

20

*Discuss electives with VET Coordinator*

*Discuss electives with VET Coordinator*

### Course Aims

The course aims to:

- Provide participants with the knowledge and skills development for the achievement of units of competence that will enhance their employment prospects within the multimedia industry.
- Multimedia defines a growing range of applications across business, education, entertainment, information and commerce where text, sound, video, film, photography, graphics and animation are integrated.

### Future Pathways

Certificate IV through to Advanced Diploma in Multimedia.  
Tertiary Degree Programs.

### Provider

Epping SC	school is the RTO
Mill Park SC	
Northland SC (II,III)	school is the RTO
Pascoe Vale Girls C (II,III)	auspiced by Kangan Batman TAFE Broadmeadows
Penola Catholic C (II, III)	auspiced by Kangan Batman TAFE Broadmeadows
Peter Lalor SC (II)	school is the RTO
Roxburgh C ( III)	auspiced by Kangan Batman TAFE Broadmeadows
Sunbury C (II)	auspiced by Kangan Batman TAFE Broadmeadows
Thomastown SC (III)	school is the RTO
Thornbury High S (II,III)	auspiced by Kangan Batman TAFE Broadmeadows
Whittlesea SC (II, III)	auspiced by Kangan Batman TAFE Broadmeadows

### Credit in the VCE

On completion of program 2 students are eligible for four VCE VET units. Two units at 1-2 level and two units at 3-4 level.

### Structured Workplace Learning

10 days.

## COURSE OUTLINE

### VCE VET Units 1 & 2 (Program 1 Certificate II) Competencies Hours

Develop and apply industry knowledge	15	Incorporate audio into multimedia presentations	40
Follow health, safety and security procedures	15	Update webpages	30
<b>Compulsory units</b>		Use an authoring tool to create an interactive sequence	40
Create, manipulate and incorporate 2D graphics	25		
Identify components of multimedia	20	<b>Program 2 Certificate II &amp; III Multimedia</b>	
Incorporate text into multimedia presentations	20	Interested students should contact the VET	
Produce and manipulate digital images	20	Coordinator at Epping SC	



## CERTIFICATE II & III MUSIC INDUSTRY

### Course Aims

The course aims to:

- Provide participants with knowledge and skill development to enhance their employment prospects within the music industry.

Three program elements operate.

1. Certificate II
2. Certificate III
3. Certificate III (Technical Production)

### Future Pathways

Certificate III & IV in Music Industry. Diploma and Advanced Diploma levels in Music Industry. Degree level courses.

### Provider

Craigieburn SC(III)	auspiced by Ausmusic (Technical Production)
Lalor North SC (II,III)	auspiced by Ausmusic
Northland SC (II, III)	school is the RTO ( including Technical Production)
Parade C (II,III)	auspiced by Ausmusic
Salesian C (II,III)	auspiced by Ausmusic
Sunbury Downs SC (II)	auspiced by Ausmusic
Whittlesea SC (II,III)	auspiced by Ausmusic

### Credit in the VCE

Students undertaking Certificate II in Music Industry (Foundation) are eligible for up to four VCE VET units at 1-2 level. Cert III courses are eligible for up to five VCE VET units. Three units at 1-2 level and two at 3-4 level. Please discuss with the School VET Coordinator.

### Structured Workplace Learning

20 - 40 hours. Can be split over two years.

## COURSE OUTLINE

### VCE VET Units 1 & 2 (Program 1 Certificate II) Competencies Hours

Develop and update music industry knowledge	20
Develop music knowledge and listening skills	70
Follow health, safety and security procedures in the music industry	10
Work with others	15

*Discuss elective choice with VET Coordinator*

### VCE VET Units 3 & 4 (Program 2 Certificate III) Competencies Hours

Prepare self for performance	35
Develop and practise improvisation	35
Maintain self or group in music	70
Maintain and expand music knowledge and critical listening skills	85
Extend technical skills in performance	20

*Discuss elective choice with VET Coordinator*

### ***Course Aims***

The aims of this program are to develop skills, knowledge and personal attributes for work at an entry level in the various sectors of the retail industry. Entry level training is provided in the following retail areas: customer service, employee relations, clerical/administration, merchandising, loss prevention, inventory and finance. This course has been developed from the Cert II Retail Operations program.

### ***Future Pathways***

Certificate III in Retail Supervision/Operations.  
 Certificate IV in Retail Management.  
 Diploma in Retail Management.

### ***Provider***

Gladstone Park SC      auspiced by Kangan Batman TAFE Broadmeadows  
 Whittlesea SC          auspiced by Kangan Batman TAFE Broadmeadows

### ***Credit in the VCE***

Upon completion students are eligible for three VCE VET units at Unit 1-2 level.

### ***Structured Workplace Learning***

300 Hours.

*This course is also available as a School Based New Apprenticeship*

## **COURSE OUTLINE**

### ***VCE VET Units 1 & 2 Competencies***

	<b><i>Hours</i></b>		
Communicate in the workplace	50	Perform routine housekeeping duties	18
Apply point of sale handling procedures	21	Apply safe working practices	18
Interact with customers	36	Minimise theft	21
Work effectively in a retail environment	40	Perform stock control procedures	36
Operate retail equipment	21	Balance register/terminal	18



## CERTIFICATE II IN SMALL BUSINESS (INNOVATION)

### ***Course Aims***

The aims of the VCE VET Small Business (Operations/ Innovation) program are to:

- provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in small business workplaces
- enable participants to gain a recognised credential and make a more informed choice of vocation and career paths.

### ***Future Pathways***

VCE Business Management Units 3-4

Certificate IV in Business ( Small Business Management)

Diploma of Business

### ***Provider***

Roxbough C

auspiced by Kangan Batman TAFE

### ***Credit in the VCE***

Students undertaking this program are eligible for credit of up to three VCE VET units. These units are at 1-2 level.

### ***Structured Workplace Learning***

40 hours

## **COURSE OUTLINE**

### ***VCE VET Units 1 & 2 Units of Competence***

<i>Units of Competence</i>	<i>Hours</i>	<i>Units of Competence</i>	<i>Hours</i>
Participate in workplace safety procedures	20	Contribute to small business planning.	25
Demonstrate personal qualities appropriate in a small business environment	20	Undertake workplace orientation in a small business	40
Undertake basic market research for a small business product or serve.	25	Organise and complete daily work activities.	20
Promote and recommend a small business product or service	25	Prepare and process financial/business documents	40
Contribute to small business operations and innovation	40	Assist in the presentation of public activities and events	25
Participate in small business quality and change processes	25	Share ideas in the workplace.	15

## ***Course Aims***

This program offers the following Certificates:

- Certificate II in Fitness: provides students with the foundation skills and knowledge in a range of fitness activities. If combined with Administration electives the person would have the required skills and knowledge to process new fitness clients.
- Certificate II in Community Recreation: provides specific skills and knowledge required for an assistant level employee at an aquatic centre or gymnasium/dry area fitness centre.
- Certificate II in Outdoor Recreation: provides skills and knowledge required to assist in the conduct of activities at outdoor recreation centres and camps.

*( Note : A new program for 2006 is currently being developed based on the revised versions of the Sport and Recreation training packages.)*

## ***Future Pathways***

Certificate III & IV in Sport & Recreation. Diploma and Advanced Diploma of Sport & Recreation Degree level courses.

## ***Provider***

Craigieburn SC	auspiced by Kangan Batman TAFE Broadmeadows
Erinbank SC	auspiced by Kangan Batman TAFE Broadmeadows
Gladstone Park SC	auspiced by Kangan Batman TAFE Broadmeadows
Lakeside SC	auspiced by Australian Institute of Education and Training
Lalor North SC	auspiced by Kangan Batman TAFE Broadmeadows
Mill Park SC	auspiced by Kangan Batman TAFE Broadmeadows
Penola Catholic C	auspiced By Kangan Batman TAFE Broadmeadows
Peter Lalor SC	school is the RTO
Roxbough C	auspiced by Kangan Batman TAFE Broadmeadows
Salesian C	auspiced by Kangan Batman TAFE Broadmeadows
St Monica's C	auspiced by Kangan Batman TAFE Broadmeadows
Sunbury C	auspiced by Kangan Batman TAFE Broadmeadows
Thornbury HS	auspiced by Victoria University of TAFE
Whittlesea SC	auspiced by Kangan Batman TAFE Broadmeadows

## ***Credit in the VCE***

On completion students will be eligible for four VCE VET units. Two at 1-2 level and a 3-4 sequence.

## ***Structured Workplace Learning***

80 hours

*This course is also available as a School Based New Apprenticeship*

## **COURSE OUTLINE**

Interested students should contact the VET Coordinator for a course outline and elective choices, for these Certificates.



## **SCHOOLS IN THE INNER NORTHERN AND HUME WHITTLESEA LOCAL LEARNING AND EMPLOYMENT NETWORK**

### **Alphington Grammar**

Alphington: 9497 4777

### **Box Forest Secondary College**

Glenroy: 9304 0400

### **Broadmeadows Secondary College**

Broadmeadows: 9309 1988

### **Craigieburn Secondary College**

Craigieburn: 9308 1144

### **Collingwood College (The Island)**

Collingwood: 9489 0611

### **Epping Secondary College**

Epping: 9401 2599

### **Erinbank Secondary College**

West Meadows: 9309 6855

### **Fawkner Secondary College**

Fawkner: 9359 1166

### **Gladstone Park Secondary College**

Gladstone Park: 9338 7122

### **Glenroy Specialist School**

Glenroy: 9359 9266

### **Hillcrest Secondary College**

Broadmeadows: 9309 1155

### **Isik College**

East Meadows: 9309 0388

### **Ivanhoe Grammar School**

Mernda: 9717 3911

### **La Trobe Secondary College**

McLeod West: 9459 9633

### **Lakeside Secondary College**

Reservoir: 9460 6655

### **Lalor North Secondary College**

Epping: 9401 3888

### **Mercy Diocesan College**

Coburg North: 9319 9299

### **Mill Park Secondary College**

Mill Park: 9409 8222

### **Northland Secondary College (Ntec)**

Preston: 9478 1333

### **Pascoe Vale Girls Secondary College**

Pascoe Vale: 9306 2544

### **Parade College**

Bundoora: 9468 3300

### **Penola Catholic College**

Broadmeadows: 9301 2777

### **Peter Lalor Secondary College**

Lalor: 9464 0122

### **Roxburgh College**

Roxburgh Park: 9359 2411

### **Salesian College**

Sunbury: 9744 1899

### **St Joseph's College Melbourne**

North Melbourne: 9328 1162

### **St Monica's College**

Epping: 9401 2444

### **Sunbury College**

Sunbury: 9744 1066

### **Sunbury Downs Secondary College**

Sunbury: 9744 7366

### **Thomastown Secondary College**

Thomastown: 94650844

### **Thornbury High School**

Thornbury: 9480 4066

### **Whittlesea Secondary College**

Whittlesea: 9716 2908

## ***VET Training Providers***

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**Australian Institute of Education & Training - Enquiries: 9387 2051**

**Ausmusic Enquiries: 9822 6683**

### **Box Hill TAFE**

**VET Enquiries: 9286 9222**

### **Kangan Batman TAFE**

**VET Enquiries: 9279 2405**

**Northern Melbourne Institute of TAFE (NMIT)**

**VET Enquiries: 9269 1251**

**Student Training for Hospitality Services - Enquiries: 9596 8583**

### **Victoria University**

**Enquiries: 9919 4110**

### **William Angliss Institute of TAFE**

**Enquiries: 9606 2111**

# SUMMARY OF VET COURSES FOR SCHOOLS IN INNER NORTHERN & HUME WHITTLESEA LLENs

Schools	VET Courses (page numbers)																										
	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	29	30	31	32	33	34	35	
Alphington Grammar																					K						
Box Forest SC																				*							
Broadmeadows SC																			●	K							
Collingwood College (The Island)	*		*									*				*		*									
Craigieburn SC	K			*												K		K	*			♪				K	
Epping SC			⋈	*						V	*							⋈			*						
Erinbank SC																K		●	K							K	
Fawkner SC				*																*							
Gladstone Park SC					K														K					K		K	
Glenroy Specialist S																					K						
Hillcrest SC		*		*													*		*								
Isik College																				*							
Ivanhoe Grammar													*														
La Trobe SC																K	K			K							
Lakeside SC																										A	
Lalor North SC					K														N			♪				K	
Mercy Diocesan College					A			K											●								
Merrilands College																					K						
Mill Park SC					N	K				*									•			*				K	
Northland SC	*				*			*		*	*	*				*	*					*	*				
Parade College	K																		●				♪				
Pascoe Vale Girls SC					K														K			K					
Penola Catholic College																K			K	K		K				K	
Peter Lalor SC			*	*			*			*										*	*					*	
Roxburgh College		K								K						K	K	⋈	K	K	K			K		K	
Salesian College	N	K														K	K		N			♪				K	
St Joseph's College Melbourne																					K						
St Monica's College					K					N									K	K						K	
Sunbury College					K								N						V			K				K	
Sunbury Downs SC		K		K	V							K											♪				
Thomastown SC																	*		*		*						
Thornbury High S		K														K						K				V	
Whittlesea SC		K		K				K	K	†			K		N	K	K	K	K	K	K	K	K	♪	K	K	



## SUMMARY OF VET COURSES FOR SCHOOLS IN INNER NORTHERN & HUME WHITTLESEA LLENs

Key to Auspicing Bodies	
K	Kangan Barman TAFE Broadmeadows
N	Northern Melbourne Institute of TAFE
V	Victoria University of Technology
♫ / ♀	Ausmusic/ Ausdance
👤	Student Training for Hospitality Services
A	Aust. Instit of Ed & Training
✂	Beauty and Hair Academy Aust PL
✳	School covers all aspects of the course
•	William Angliss Institue of TAFE
V	Victtec

9	Cert II in Agriculture	22	Cert II in Equine Industry
10	Cert II in Automotive Technology	23	Cert III in Financial Services
11	Cert III in Beauty	24	Cert II in Furnishing
12	VET in the VCE Building & Const	25	Cert II in Horticulture
13	Cert II in Business Administration	26	Cert III in Hairdressing
14	Cert II in Cisco Networking	27	Cert II in Hospitality(Operations)
15	Cert II in Clothing Design and Prd	29	Cert II & III in Information Technology
16	Cert II in Community Services	30	Cert III in Laboratory Skills
17	Cert II in Dance	31	Cert II & III in Multimedia
18	Cert II in Desktop Publishing	32	Cert II & III Music Industry
19	Cert II in Electrotechnology	33	Retail Operations, VET in the VCE
20	Cert II & III in Engineering Studies	34	Cert II in Small Business
21	Cert II in Entertainment	35	Sport and Recreation VET in the VCE

