



2026 Student Handbook

VET Delivered to Secondary Students (VETDSS)



ACKNOWLEDGEMENT OF COUNTRY

HWLLEN acknowledges the Wurundjeri Woi-wurrung, which includes the existing family members of the Gunung-Willam-Balluk clan, as the Traditional Owners of the unceded land on which we work, learn and live. We pay respect to Elders past, present and future and extend that respect to any Aboriginal and Torres Strait Islander peoples who engage with members of the Hume VET Cluster.

Hume Whittlesea Local Learning and Employment Network (HWLLEN)

Address: 46-48 Katrina Drive, Gladstone Park VIC 3043

Phone: 0435 653 912

Email: vetcoord@hwllen.com.au

Website: www.hwllen.com.au

HUME VET CLUSTER

The Hume VET Cluster is a partnership between secondary schools across the Government, Catholic, and Independent sectors, local TAFEs, Registered Training Organisations (RTOs), and the Hume Whittlesea Local Learning and Employment Network (LLEN).

We work collaboratively to increase access to Vocational Education and Training Delivered to School Students (VETDSS) by sharing resources and expertise. Our vision is to ensure all students can access the core VETDSS offerings, including options with the most appropriate provider. The Cluster supports students in building real skills, connecting with industry, and exploring meaningful career pathways.

The cluster is comprised of the following schools:

- Craigieburn Secondary College
- Elevation Secondary College
- Gladstone Park Secondary College
- Greenvale Secondary College
- Hume Central Secondary College
- Hume Valley School
- Kolbe Catholic College
- Mickleham Secondary College
- Mount Ridley P-12 College
- Penola Catholic College
- Roxburgh College
- Sirius College
- Wayi School

Please refer all your questions in the first instance to your home school VET Coordinator

For more information, please contact:

Liaqat Ahmadi

Hume VET Cluster Coordinator

Mobile: 0470 348 221

Email: vetcoord@hwllen.com.au

WHAT IS VDSS?

Vocational Education and Training Delivered to School Students (VETDSS) allows secondary students to gain practical skills in a specific industry while contributing toward the completion of the Victorian Certificate of Education (VCE), VCE Vocational Major (VCE VM) or Victorian Pathways Certificate (VPC).

BENEFITS OF VDSS

- VET programs contribute directly to the VCE, VCE VM and VPC and can contribute towards the ATAR score.
- Students gain industry experience and employability skills.
- Creates a pathway to further study.
- Provides opportunities to develop effective relationships with industry employers.
- Enhances knowledge of employer and workplace expectations.
- Develops the capacity for teamwork and leadership.

WHAT VET IS RIGHT FOR YOU?

To discover what VET course is right for you, explore these helpful Get VET resources including videos and success stories and talk to the relevant teachers or coordinators at your school to assist you on the right pathway

www.vcaa.vic.edu.au/studentguides/getvet/Pages/Index.aspx

CREDIT TOWARDS THE VCE, VCE VM AND VPC

VCE VET programs are made up of VET qualifications approved by the Victorian Curriculum Assessment Authority (VCAA) to contribute towards the VCE, VCE VM or VPC. All VCE VET programs contribute to VCE Units that provide credit towards the VCE and VCE VM in the same way as a VCE study. Most VCE VET programs can provide credit for VCE Units 1 to 4. A small number of shorter qualifications can provide credit for VCE Units 1 and 2 only. Each completed 90-hour block of VET equals one VPC credit.

If you choose to do a VET qualification that is not from a VCE VET program, you may be eligible for credit towards your VCE, VCE VM or VPC. This is called block credit recognition. To receive block credit recognition, the qualification must be at certificate II level or above for the VCE and VCE VM, or certificate level I and above for the VPC.

STUDY SCORES AND ATARS

Some VCE VET programs are scored and some VCE VET programs are non-scored. VCE VET programs with a Units 3 and 4 sequence can be included in the calculation of your Australian Tertiary Admission Rank (ATAR). Scored VCE VET programs give you a study score for the Units 3 and 4 sequence that is achieved through school assessed coursework and an externally set examination. Scored VCE VET programs provide a study score that contributes directly to your ATAR, either as one of your primary four studies or as a fifth or sixth study increment. Non-scored VCE VET program: do not give you a study score but they can still contribute to your VCE. When you receive a Units 3 and 4 sequence towards your VCE from a non-scored VCE VET program, they may contribute towards the calculation of your ATAR by VTAC. Check with the VET coordinator at your school.

STRUCTURED WORKPLACE LEARNING

Structured Workplace Learning (SWL) is designed to help students apply the skills and knowledge they learn in their VET program in an industry environment.

STUDENTS WITH DIVERSE NEEDS

- The Hume VET Cluster is committed to embedding inclusive education in all school environments for students with disabilities and diverse needs.
- Students requiring additional support to achieve successful outcomes in their VET program need to indicate this on their VET enrolment form.
- Arrangements will be made between the Home and Host schools to determine the support needs of students and provide access to educational and support services as necessary, so that students can meet the requirements of the VET course they are enrolled in.

UNIQUE STUDENT IDENTIFIER (USI)

A USI is required to enrol in a VET program. A USI is your individual education number for life. It also gives you an online record of your vocational education.

Definition for 'home' and 'host' schools

Host School – is the school you attend for your VET course

Home school – is the school where you attend for your attend for your year 10, VCE, VCE VM or VPC

Hume VET Cluster Student Expectations

Students enrolling in a VET program through the Hume VET Cluster are required to adhere to the below expectations. Any additional course requirements set out by Host schools must also be followed.

ATTENDANCE

A minimum of 90% attendance is recommended. This gives students the best opportunity to learn and demonstrate competency that is aligned to the Units of Competency (UoC) and associated assessment requirements. A minimum of 90% attendance does not guarantee a student will be able to demonstrate competency and be awarded a full certificate. Whenever possible, students need to notify their Home school VET coordinator at least half an hour before the start of their VET class if unable to attend.

TRAVEL

Students are to behave in an appropriate and safe manner when traveling to and from their VET class.

PUNCTUALITY

All students are expected to arrive on time and prepared for class.

UNIFORM

Students are required to attend class dressed appropriately for their VET program. This may include a uniform and personal protective equipment (e.g., steel capped boots, safety glasses).

WORK REQUIREMENTS

All tasks as assigned by the VET teacher/trainer are to be completed to demonstrate competency. Students will be given multiple opportunities to demonstrate competency. If a student is unable to demonstrate competency for a UoC they will be awarded a partial completion and receive a Statement of Achievement. If a student is unable to demonstrate competency for a UoC they will be awarded a partial completion and receive a Statement of Achievement for any UoC successfully completed. The Home school VET coordinator will be informed if a student is not meeting the work requirements of their VET course.

STUDENT BEHAVIOUR

All students must meet the classroom expectations of the VET teacher/trainer and the behavioural expectations of the Host school. This includes meeting Work Health and Safety requirements.

STRUCTURED WORKPLACE LEARNING

SWL is a key feature of VET. SWL is compulsory for some VET courses and highly recommended for others. For courses requiring mandatory SWL it is the responsibility of the student and their Home school to organise a suitable work placement and communicate this with the Host school. Failure to meet the above expectations will bring a student's VET enrolment into jeopardy. It is important that students and parent/carers talk with their home school VET coordinator if there are any concerns.

2026 Hume VET Cluster Certificate Courses

SHB30121 Certificate III in Beauty Services

HLT33021 Certificate III in Allied Health Assistance

ACM20121 Certificate II in Animal Care

MST20722 Certificate II in Apparel, Fashion & Textiles

AUR20720 Certificate II in Automotive Vocational Preparation (Mechanical General)

AUR20720 Certificate II in Automotive Vocational Preparation (Paint & Panel)

22614VIC Certificate II in Building & Construction

BSB30120 Certificate III in Business

SIT20421 Certificate II in Cookery

CHC30121 Certificate III in Early Childhood Education and Care

22682VIC Certificate II in Electrotechnology

22632VIC Certificate II in Engineering Studies

SIT20322 Certificate II in Hospitality

SHB20216 Certificate II in Salon Assistant

ICT30120 Certificate III in Information Technology

CHC32015 Certificate III in Community Services

TLI30325 Certificate III in Supply Chain Operations

CUA30920 Certificate III in Music

MEM20422 Certificate II in Engineering Pathways

BSB20120 & BSB30120 Certificate II in Workplace Skills and Certificate III in Business (Dual Qualification)

MSF20522 Certificate II in Furniture Making Pathways

The Hume VET Cluster thanks Kangan Institute, Kolbe Catholic College, Elevation Secondary College and Hume Central Secondary College for the provision of 2026 VETDSS courses. The following course information has been provided by the Registered Training Organisations and three host schools. The information should be used as a guide only, as information can be subject to change and some units of competency are yet to be fully determined.

To apply for one of the VET cluster programs and complete a copy of the Enrolment or Expression of Interest (EOI) form and hand it to your school's VET Coordinators.

We suggest you apply for your VET program as early as possible

- Applications open Tuesday, 5 August 2025 at 9:00 am with Kangan portal opening on September 1st.
- Programs are subject to student numbers. Low numbers can result in a program not running.
- High numbers can result in potentially several classes running when timetabling, venues and staffing permit.

Certificate III in Beauty Services SHB30121

Course overview

This course will give you the skills to confidently deliver treatments such as waxing, make-up, nail technology, lash and brow treatments, lash extensions, cosmetic tanning, demonstration and sales of retail skin care and other cosmetic products, effective communication, and the retail environment.

Host School / TAFE

Kolbe Catholic College

This program is delivered through AIET (121314)

Days and times:

Wednesday 1st year 8.30 -12.30 pm

ON Wednesday 2nd year 1:00 -5:00 pm

Friday year 1 (Subject to numbers)

Kangan Institute 3077 (Cremorne)

Wednesday 1st year 1:30-5:30 pm (Partial completion)

Wednesday 1st year 9:00-1.00 pm (Partial completion)

Wednesday 2nd year 1:30-5:30 pm (Partial completion)

Potential career pathways

- Beautician
- Beauty therapist
- Makeup Artist

Unit of Study/competency

Year 1

SHBBINF002 Maintain infection control standards

SHBXCCS009 Greet and prepare clients for salon services.

SHBBNLS007 Provide manicure and pedicure services

SHBBNLS011 Use electric file equipment for nail services

SHBBRE003 Research and apply beauty industry information

SHBBMUP009 Design and apply make-up

SHBBMUP010 Design and apply make up for photography

SHBXWHS003 Apply safe hygiene, health and work practices

SHBBBOS007 Apply Cosmetic Tanning Services

Year 2

SHBBFAS004 Provide Lash and Brow services

SIRXSLS001 Sell to the retail customer

SHBXIND005 Communicate as part of team

SHBXCCS008 Provide Salon service to clients

SHBXCCS007 Conduct Salon Financial Transactions

SHBBCCS005 Advise on Beauty Products and Services

SHBBHRS010 Provide Waxing Services

SHBXIND003 Comply with organisational requirements within a personal services environment.

SIRXOSM002 Maintain Ethical and Professional Standards When using social media and online platforms

Structured Workplace Learning

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

Further studies

Certificate IV in Beauty Services

Diploma of Beauty Therapy



Certificate III in Supply Chain Operations TLI30321

Course overview

Set yourself on the path to a career in logistics with this entry-level course. Gain the basic knowledge and skills required to seek employment as a logistics clerk. The logistics and warehousing industries are essential to Australia's supply chain. The introduction of new automation and tracking technologies are driving demand in the sector with an expected growth of 2.6% annually over the next five years.

Host School / TAFE

Elevation Secondary College

This program is delivered through iTFE (6372)

Days and times:

Wednesday	1st year 12:30 pm – 4:30 pm
Friday	1st year 9:00 am – 1:20 pm
Friday	2nd year 9:00 am – 1:20 pm

Potential career pathways

- Depot yard person
- Pick packer
- Reach truck/forklift driver
- Store person
- Receiving clerk

Units of Study/Competency

Year 1

TLIL0007 Complete workplace induction procedures

TLIF0025 Follow work health and safety procedures

TLIF0009 Ensure the safety of transport activities (Chain of Responsibility)

BSBPEF301 Organise personal work priorities

TLIK2010 Use info technology devices in the workplace

TLID0020 Shift materials safely using manual handling methods

BSBINS302 Organise Workplace Information

TLIU2012 Participate in environmentally sustainable work practices

Year 2

TLIE0009 Carry out basic workplace calculations

TLIA0004 Complete receipt and dispatch documentation

TLIA0010 Identify goods and store to specifications

BSBOPS304 Deliver and monitor a service to customers

BSBOPS305 Process Customer complaints

TLIO0001 Undertake emergency response action to a security threat

Structured Workplace Learning

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

Further studies

Certificate IV in Warehousing Operations

Certificate III in Driving Operations



Certificate III in Community Services CHC32015

Course overview

This Community Services program aims to provide you with the knowledge and skills to achieve competencies that will enhance your employment prospects within a broad range of Community Services related industries. Students gain knowledge about the sector, client needs assessment, teamwork, and communication skills, preparing them for entry-level roles.

Host School / TAFE

Elevation Secondary College

This program is delivered through iTFE (6372)

Days and times:

Wednesday 1st year 12:30 pm – 4:30 pm

Friday 1st year 9:00 am – 1:20 pm

Wednesday 2nd year 12:30 pm – 4:30 pm

Hume Central Secondary College

This program is delivered through iVET (40548)

Wednesday 1st year 1:36 pm – 5 pm

Thursday 2nd year 1:36 pm – 5:00 pm

Potential career pathways

- Community support worker
- Personal Care assistant
- Welfare Worker
- Youth Worker

Units of study/competency

Year 1

CHCCOM005 Communicate and work in health or community services

CHCDIV001 Work with diverse people

HLTWHS002 Follow safe work practices for direct client care

HLTWHS006 Manage personal stressors in the work environment

CHCCOM001 Provide first point of contact

BSBWOR301 Organise personal work priorities and development

Year 2

BSBINM301 Organise workplace information

BSBPEF202 Plan and apply time management

HLTINF006 Apply basic principles and practices of infection prevention and control

CHCCOM002 Use communication to build relationships

CHCVOL001 Be an effective volunteer

CHCGRP001 Support group activities

Structure Workplace Learning (SWL)

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

Further studies

Certificate IV in Community Services

Certificate III in Individual Support (Ageing and Disability)

Certificate III in Allied Health Assistance



Certificate II in Workplace Skills (BSB20120)&Certificate III in Business (BSB30120) (Dual Qualifications)

Course overview

The VET Business program is drawn from a national training package and offers portable qualifications that are recognised throughout Australia. These qualifications provide students with a broad range of skills and knowledge to pursue a career or further training within a range of business and industry settings. The Certificate III in Business provides a pathway for students who wish to continue with their business studies into higher education.

Host School / TAFE

Hume Central Secondary College

This program is delivered through iVET (40548)

Days and times:

Wednesday 1st year 1:36 pm-5:00 pm

Thursday 2nd year 1:36 pm-5:00 pm

Potential career pathways

- Customer Service
- Administration
- Receptionist
- Data entry operator

Units of Study/Competency

Year 1

BSBPEF101 Plan and prepare for work readiness

BSBPEF202 Plan and apply time management

BSBWHS211 Contribute to the health and safety of self and others

BSBCMM211 Apply communication skills

BSBOPS201 Work effectively in business environments

BSBTEC201 Use business software applications

BSBTEC203 Research using internet

BSBTEC202 Use digital technologies to communicate in a work environment

BSBCRT201 Develop and apply thinking and problem-solving skills

BSBSUS211 Participate in sustainable work practices

Year 2

BSBPEF301 Organise personal work priorities

BSBINS302 Organise workplace information

BSBTEC301 Design and produce business documents

BSBXCM301 Engage in workplace communication

BSBOPS304 Deliver and monitor a service to customers

Further studies

Certificate IV in Business

Diploma of Business



Certificate II in Furniture Making Pathways MSF20522

Course overview

The VET Furnishing program is drawn from a national training package and offers a portable qualification which is recognised throughout Australia. This qualification provides students with a broad range of skills and knowledge to pursue a career or further training in a range of furnishing industries, such as cabinet making, wood machining, polishing, upholstery and picture framing.

Host School / TAFE

Hume Central Secondary College

This program is delivered through AIET (121314)

Days and times:

Wednesday 1st year 1:36 pm-5:00 pm

Thursday 2nd year 1:36 pm-5:00 pm

Potential career pathways

- Cabinet maker
- Furniture designer and maker
- Wood machinist
- Upholster

Units of Study/Competency

Year 1

MSMPCI103 Demonstrate care and apply safe practices at work

MSFFP2017 Develop a career plan for the furnishing industry

MSFFP2012 Join furnishing materials

MSGFN2004 Produce simple scale drawings by hand

MSMENV272 Participate in environmentally sustainable work practices

MSFFP2011 Use timber furnishing construction techniques

MSFFM2014 Select and apply hardware

MSFFP2014 Use basic finishing techniques on timber surfaces

Year 2

MSFFP2020 Undertake a basic furniture making project

MSFFM2013 Use furniture making sector hand and power tools

MSFFM2019 Assemble furnishing products

MSFGN2001 Make measurements and calculations

Structured Workplace Learning

Its strong recommended that students undertake a minimum of 80 hours of work placement

Further studies

Apprenticeship in Furniture Making

Certificate III in Furniture Finishing

Certificate IV in Furniture Design and Technology

Diploma of Furniture Design and Technology



Certificate III in Sport, Aquatics and Recreation SIS30122

Course overview

This VET program aims to provide specific skills and knowledge to work in the area of sports and recreation. Leadership, organisational and specialist activity skills will be developed through theory and practical sessions.

Host School / TAFE

Hume Central Secondary College

This program is delivered through SAVILLE (45452)

Days and times:

Wednesday 1st year 1:36 pm-5:00 pm

Thursday 2nd year 1:36 pm-5:00 pm

Potential career pathways

- Coach
- Physical education instructor
- Personal trainer
- Community sports coordinator

Units of Study/Competency

Year 1

SISXIND011 Maintain sport, fitness and recreation industry knowledge

HLTAID011 Provide first aid

HLTAID009 Provide Cardiopulmonary Resuscitation

BSBPEF301 Organise personal work priorities

SISSSOF002 Continuously improve officiating skills and knowledge

SISXCCS004 Provide quality service

SISSPAR009 Participate in conditioning for sport

SISXFAC006 Maintain activity equipment

Year 2

SISSSCO001 Conduct sport coaching sessions with foundation level participants

SISXPLD004 Facilitate groups

SISXPLD002 Deliver recreation sessions

BSBWHS308 Participate in WHS hazard identification, risk assessment and risk control processes

Structure Workplace Learning (SWL)

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

Further studies

Certificate IV in Sports, Aquatics and Recreation

Certificate IV in Outdoor Leadership

Certificate IV in Sports Development



Certificate III in Music (Music Performance) CUA30920

Course overview

A practical course that builds skills in performance, songwriting, sound production, and music industry knowledge. Students learn to rehearse, perform, use music technology, and create original work through a mix of core and elective units. It provides a solid foundation for further study or entry-level roles in the music industry.

Host School / TAFE

Hume Central Secondary College

This program is delivered through COLLARTS (0109)

Days and times:

Wednesday 1st year 1:36 pm-5:00 pm

Thursday 2nd year 1:36 pm-5:00 pm

Possible future career pathways

- Musician
- Singer
- Songwriter
- Music editor
- Stage producer

Unit of study/competency

Year 1

CUAIND313 Work effectively in the music industry

CUAIND314 Plan a career in the creative arts industry

CUAMPF213 Perform simple repertoire in ensembles

CUAMPF314 Make music demos

CUAMCP311 Create simple music compositions

CUACMP311 Implement copyright arrangements

Year 2

CUAMPF311 Develop technical skills for musical performances

CUAMPF312 Prepare for musical performances

CUAMPF315 Develop and perform musical improvisation

CUAMPF412 Develop and apply stagecraft skills

CUAMPF414 Perform music as part of a group

Structured Workplace Learning

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

Further studies

Certificate IV in Music

Diploma of Music



Certificate II in Cookery SIT20421

Course overview

In this course, students will develop a range of food preparation and cookery skills to prepare menu items. The course emulates the role of a cook working in a kitchen, under the direct supervision of a chef and focuses on the back-of-house skills typically used in a restaurant or food outlet. Students will learn hygienic practices in food preparation and the skills to prepare and present simple dishes.

Host School / TAFE

Hume Central Secondary College

This program is delivered through iVET (40548)

Kangan Institute 3077 (Broadmeadows)

Days and times:

Wednesday 1st year 1:36 pm-5:00 pm

Thursday 2nd year 1:36 pm-5:00 pm

Wednesday 1st year 9:00am-1:00pm

Wednesday 2nd year 1:30pm-5:30pm (full completion)

Possible future career pathways

- Cook and Chef
- Catering assistant
- Kitchen hand
- Apprentice Chef

Unit of study/competency

Year 1

SITXFSA005 Use hygienic practices for food safety

SITXWHS005 Participate in safe work practices

SITHKOP009 Clean kitchen premises and equipment

SITHCCC023 Use food preparation equipment

SITHCCC024 Prepare and present simple dishes

SITXINV006 Receive, store and maintain stock

SITHCCC025 Prepare and present sandwiches

SITXCOM007 Show social and cultural sensitivity

SITHCCC027 Prepare dishes using basic methods of cookery

SITHPAT011 Produce cakes

SITHCCC026 Package prepared foodstuffs

Year 2

SITHCCC028 Prepare appetisers and salads

SITHCCC029 Prepare stocks, sauces and soups

SITHCCC030 Prepare vegetable, fruit, eggs and farinaceous dishes

SITHCCC034 Work effectively in a commercial kitchen

Structured Workplace Learning

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

Further studies

Certificate III in Commercial Cookery

Certificate IV in Kitchen Management



Certificate II in Animal Care ACM20121

Course overview

The Certificate II in Animal Care is a course designed for students wanting to study and work in a range of careers within the animal care industry or those wanting to undertake further studies in Companion Animal Studies or Veterinary Nursing. You will gain skills in animal care management, reception duties, communication, basic animal care, hygiene, animal welfare, nutrition, Occupational Health and Safety, teamwork, and animal handling.

Host School / TAFE

Kangan Institute (3077)

Broadmeadows

Days and times:

TBC

Class size 20

Possible future career pathways

- Animal Care Attendant
- Animal Shelter Attendant
- Pet Shop Attendant
- Kennel Hand
- Cattery Attendant
- Assistant Dog Groomer

Unit of study/competency

Year 1

ACMWHS201 Participate in workplace health and safety

ACMSUS201 Participate in environmentally sustainable work practices

ACMGEN201 Work in the animal care industry

BSBCMM211 Apply communication needs

ACMSPE316 Provide general care of domestic dogs

ACMGEN205 Source and provide information for animal care needs

Year 2

ACMGEN202 Complete animal care hygiene routines

ACMGEN203 Feed and water animals

ACMSPE317 Provide general care of domestic cats

ACMGEN204 Assist in health care of animals

ACMGRM201 Bath, dry and brush domestic dogs

BSBOPS203 Deliver a service to customers

Structured Workplace Learning

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

Further studies

Certificate III in Animal Care Services

Certificate IV in Veterinary Nursing

Certificate IV in Animal Behaviour and Training



Certificate II in Automotive Vocational Preparation (Mechanical General) AUR20720

Course overview

This course is designed to introduce students to gain knowledge and practical workshop skills in motor mechanics, auto electrical, parts interpreting, light engines and engine reconditioning.

Host school/TAFE

Kangan Institute (3077)
Docklands

Days and times:

Wednesday 1st year 1:45-5:45 pm (1st year)
Wednesday 1st year 8:30-12.30 pm (1st year)
Class size: 45

Potential career pathways

- Motor mechanic
- Vehicle serviceperson
- Spare parts manager
- Automotive engineer

Unit of Study/competency

Year 1

AURASA102 Follow safe working practices in an automotive workshop
AURTTK102 Use and maintain tools and equipment in an automotive workplace
AURAF103 Communicate effectively in an automotive workplace
AURETR103 Identify automotive electrical systems and components
AURLTA101 Identify automotive mechanical systems and components
AURTTA127 Carry out basic vehicle servicing operations
AURTTD006 Remove and replace front suspension springs
AURTTJ003 Remove and replace wheel and tyre assemblies

Year 2

AURAEA002 Follow environmental and sustainability best practice in an automotive workplace
AURAF104 Resolve routine problems in an automotive workplace
AURETK003 Operate electrical test equipment
AURTTA003 Use and maintain basic mechanical measuring devices
AURTTE008 Dismantle and assemble multi-cylinder four-stroke petrol engines
AURTTX012 Dismantle and assemble conventional manual transmissions

Structured Workplace Learning

Strongly recommended – possible need confirmation from the Host school/RTO

Further studies

Certificate III in Automotive Electrical Technology (AUR30320)
Certificate III in Light Vehicle Mechanical Technology (AUR30620)
Certificate III in Motorcycle Mechanical Technology (AUR30820)



Certificate II in Automotive Vocational Preparation (Auto Body Stream) AUR20720

Course overview

This course provides participants with essential knowledge and practical workshop skills in spray painting, preparing them for a range of roles within the automotive and automotive-related industries. It is designed to enhance employment prospects by developing key competencies and hands-on experience required in the field.

Host School / TAFE

Kangan Institute (3077)
Docklands

Days and times:

Wednesday 1st year 8:30am-12:30pm (full completion)
Wednesday 2nd year 8:30am-12:30pm (full completion)
Class size: 15

Potential career pathways

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

Unit of Study/competency

Year 1

AURASA102 Follow safe working practices in an automotive workshop
AURTTK102 Use and maintain tools and equipment in an automotive workplace
AURFA103 Communicate effectively in an automotive workplace
AURETR103 Identify automotive electrical systems and components
AURLTA101 Identify automotive mechanical systems and components
AURVTA005 Clean vehicles
AURVTN138 Carry out basic repairs to vehicle body panels
AURVTP132 Prepare and mask vehicle body panel surfaces

Year 2

AURFA104 Resolve routine problems in an automotive workplace
AURAEA002 Follow environmental and sustainability best practice in an automotive workplace
AURVTW010 Set up and use welding equipment
AURVTP129 Prepare surface and prime repaired body panels
AURVTN041 Remove and realign vehicle body panels
AURVTP008 Clean and polish vehicle paint surfaces

Structured Workplace Learning

All students doing automotive VETDSS are expected to engage in a practical placement, and this can be up to 10 days per year.

Further studies

Certificate III in Automotive Body Repair Technology
Certificate III in Automotive Refinishing Technology



Certificate III in Allied Health Assistance HLT33021

This program is considered a Partial Completion.

Course overview

This course equips participants with the knowledge and skills required to develop key competencies for employment in allied health and related industries. It is ideal for individuals seeking to support physiotherapists, speech therapists, podiatrists, and occupational therapists in their work. Allied health assistants are increasingly involved in the assessment and planning of therapeutic care, making this course a valuable step toward a rewarding career in the sector.

Host School / TAFE

Kangan Institute (3077)
Broadmeadows

Days and times:

Wednesday 1st year 9:00am-12:00pm (partial completion)
Wednesday 2nd year 1:30pm-4:30pm

Essendon

Wednesday 1st year 9:00am-12:00pm (partial completion)
Wednesday 2nd year 1:30pm-4:30pm
Class size: 25

Potential career pathways

- Allied Health Assistant
- Allied Health worker

Unit of Study/competency

Year 1

CHCCOM005 Communicate and work in health or community services

HLTWHS001 Participate in workplace health and safety

HLTINF006 Apply basic principles and practices of infection prevention and control

CHCDIV001 Work with diverse people

CHCCCS002 Assist with movement

CHCCCS020 Respond effectively to behaviours of concern

HLTAID011 Provide first aid

Year 2

BSBMED301 Interpret and apply medical terminology appropriately

HLTHPS001 Take clinical measurements

HLTAAP001 Recognise health body systems

Structured Workplace Learning

Students must complete a minimum of 60 hours of placement in each year of the program.

Further studies

Certificate IV in Allied Health Assistance

Diploma of Nursing



Certificate II in Apparel, Fashion & Textiles MST20722

This program is considered a Partial Completion.

Course overview

This course provides participants with the knowledge and skills to develop key competencies that enhance employment prospects in the fashion and fashion-related industries. It offers an introductory overview of fashion design and establishes a strong foundation for further study in fashion-related fields.

Host School / TAFE

Kangan Institute 3077 (Cremorne)

Days and times:

Wednesday 1st year 1:30pm - 5:30pm
Wednesday 2nd year 1:30pm - 5:30pm
Class size: 20

Potential career pathways

Fashion Designer Patternmaker
Textile Merchandiser
Style Forecaster
Fashion Buyer

Unit of Study/competency

Year 1

MSMWHS200 Work safely
MSTGN2023 Identify and handle fabrics and textiles
MSTCL2022 Provide hand sewing and finishing support
MSTAT2005 Sew materials by machine

Year 2

MSMENV272 Participate in environmentally sustainable work practices
MSTAT2001 Prepare and communicate design concepts for simple textile products
MSTAT2002 Draw basic sketches of textile products
MSTAT2003 Modify patterns
MSTAT2006 Assemble simple textile products

Structured Workplace Learning

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

Further studies

Certificate III in Apparel, Fashion and Textiles
Diploma of Apparel, Fashion and Textile (Design and product development)



Certificate II in Building and Construction (Carpentry) 22614VIC

This program is considered a Partial Completion.

Course overview

This course provides participants with the knowledge and practical skills to develop key competencies that enhance employment prospects in the building and construction industry. It is ideal for students seeking to enter the industry as apprentice carpenters, with a focus on working safely and effectively in construction environments.

Host School / TAFE

Kangan Institute 3077 (Broadmeadows)

Days and times:

Thursday 1st year 8:30 am-3:30pm
Friday 1st year 8:30 am – 3:30 pm
Wednesday 2nd year 8:30 am-3:30pm
Class size: 16

Potential career pathways

- Carpenter
- Joiner
- Construction Worker
- Building Site Administrator
- Project Manager
- Building Inspector

Unit of Study/competency

Year 1

CPCWHS1001 Prepare to work safely in the construction industry

CPCCWHS2001 Apply WHS requirements, policies and procedures in the constructions industry

VU23313 Interpret and apply basic plans and drawings

CPCCOM1015 Carry out measurements and calculations

VU23320 Identify and handle carpentry tools and equipment

HLTAID010 Provide basic emergency life support

Year 2

VU23312 Prepare for work in the building and construction industry

CPCCCM2006 Apply basic levelling procedures

VU23328 Dismantle basic timber structures

VU23323 Construct basic wall frames

VU23324 Construct a basic roof frame

VU23326 Install basic window and door frames

VU23325 Install basic external cladding

Structured Workplace Learning

Kangan to confirm...

Further studies

Certificate III in Carpentry

Certificate IV in Building and Construction

Diploma of Building and Construction



Certificate III in Business BSB30120

Course overview

This course provides participants with the knowledge and skills to develop core competencies that enhance employment prospects within the business administration industry. It covers essential administrative and computer skills expected of office and administration professionals.

Host School / TAFE

Kangan Institute 3077 (Broadmeadows)

Days and times:

Wednesday 1st year 9:00 am-12:00 pm (partial completion)

Wednesday 2nd year 1:00 pm -4:00 pm

Class size: 25

Potential career pathways

- Secretary
- Receptionist
- Office Administrator
- Accounts payable
- Accounts receivable
- Information Officer
- Customer Service Officer

Unit of Study/competency

Year 1

BSBPPEF201 Support personal well-being in the workplace

BSBSUS211 Participate in sustainable work practices

BSBTWK301 Use inclusive work practices

BSBWHS311 Assist with maintaining workplace safety

BSBCRT311 Apply critical thinking skills in a team environment

Year 2

BSBXCM301 Engage in workplace communication

BSBTEC301 Design and produce business documents

BSBOPS304 Deliver and monitor a service to customers

BSBINS302 Organise workplace information

BSBWRT311 Write simple documents

BSBPPEF301 Organise personal work priorities

Structured Workplace Learning

Kangan to confirm

Further studies

Certificate IV in Human Resource Management

Certificate IV in Real Estate Practice



Certificate III in Early Childhood Education and Care CHC30121

This program is considered a Partial Completion.

Course overview

This course will teach participants a range of practical early childhood skills. Participants will learn to facilitate children's play and leisure to help them to achieve developmentally.

Host School / TAFE

Kangan Institute 3077 (Broadmeadows)

Days and times:

Wednesday 1st year 9:30am-3:30pm

Wednesday 2nd year 9:30am-3:30pm

Class size: 15

Potential career pathways

- Centre-based day care services
- Kindergartens and out-of-school hours services
- Nanny

Unit of Study/competency

Year 1

CHCECE056 Work effectively in children's education and care

CHCDIV001 Work with diverse people

CHCECE037 Support children to connect with the natural environment

HLTFSE001 Follow basic food safety practices

Year 2

CHCECE054 Meet legal and ethical obligations in children's education and care

HLTWHS001 Participate in workplace health and safety

CHCECE038 Observe children to inform practice

CHCECE034 Use an approved learning framework to guide practice

Structured Workplace Learning

Students will be required to complete mandatory 80 hours of Structured Workplace Learning (SWL) over 2 years (40 hours per year)

Further studies

Diploma of Early Childhood Education and Care



Certificate II in Electrotechnology 22682VIC

This program is considered a Partial Completion.

Course overview

This course provides participants with the knowledge and skills to develop core competencies that enhance employment prospects within the business administration industry. It covers essential administrative and computer skills expected of office and administration professionals.

Host School / TAFE

Kangan Institute 3077 (Broadmeadows)

Days and times:

Wednesday 1st year 8:30am- 3:30pm

Thursday 1st year 8:30am-3:30pm

Friday 1st year 8:30am-3:30pm

Friday 2nd year 8:30am-3:30pm

Class size: 16

Potential career pathways

Electrician

Electrical Trade Worker

Unit of Study/competency

Year 1

UEECD0052 Use routine equipment/plant/technologies in an energy sector environment

CPCCWHS1001 Prepare to work safely in the construction industry

UEECD0007 Apply work health and safety regulations, codes and practices in the workplace

UEECD0019 Fabricate, assemble and dismantle utilities industry components

UEECD0020 Fix and secure electrotechnology equipment

UEERL0001 Attach cords and plugs to electrical equipment for connection to a single phase 230-volt supply

VU23737 Use test instruments in the electrotechnology industry

Year 2

UEECD0042 Solve problems in ELV single path circuits

VU23480 Perform intermediate engineering computations

VU23739 Carry out basic network cabling for extra low voltage

VU23738 Plan and complete a basic electrotechnology project

VU23735 Install a sustainable extra low voltage energy power system

Structured Workplace Learning

Kangan to confirm

Further studies

Certificate III in Electrotechnology – Systems Electrician



Certificate II in Engineering Studies 22632VIC

Course overview

This course provides students with the knowledge and skills to develop key competencies that enhance employment prospects in the engineering industry. It equips learners with a solid foundation in steel and metal work, including the use of computers in engineering tasks, hand and power tools, engineering science, fabrication techniques, and quality control concepts.

Host School / TAFE

Hume Central Secondary College

This program is delivered through AIET (121314)

Days and times:

Wednesday 1st year 1:36 pm-5:00 pm

Thursday 2nd year 1:36 pm-5:00 pm

Kangan Institute 3077 (Broadmeadows)

Wednesday 1st year 8:30 am- 3:30 pm (full completion)

Wednesday 2nd year 8:30 am-3:30 pm

Class size: 16

Potential career pathways

- Fitting and Turning Tradesperson
- Heavy Fabrication (Boilermaker) Tradesperson
- Light Fabrication (Sheetmetal) Tradesperson
- Welder
- Tool Maker

Unit of Study/competency

Year 1

VU23481 Apply occupational health and safety principles in an engineering environment

VU23475 Safely use hand tools and hand held power tools for general engineering applications

VU23476 Report on the sectors and employment in the manufacturing, engineering, and related industries

VU23477 Interpret and prepare basic two and three dimensional engineering drawings

VU23478 Perform basic machining processes

VU23479 Apply basic fabrication techniques

Year 2

MEMPE006 Undertake a basic engineering project

VU23480 Perform Intermediate engineering computations

VU23485 Perform basic welding and thermal cutting processes

Structured Workplace Learning

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

Further studies

Certificate III in Engineering – Mechanical Trade

Certificate III in Engineering - Fabrication Trade (Heavy)

Certificate IV in Engineering



Certificate II in Salon Assistant (Hair) SHB20216

This program is considered a Partial Completion.

Course overview

This course provides students with the knowledge and skills to work in the hairdressing industry, providing students with genuine hands-on experience with clients in our salon on campus. Students will learn how to interact with customers professionally and follow workplace health and safety procedures.

Host School / TAFE

Kangan Institute 3077 (Cremorne)

Days and times:

Wednesday 1st year 9:00am- 1:00pm

Wednesday 1st year 1:30pm-5:30pm

Class size: 18

Potential career pathways

- Salon Assistant
- Stylist
- Hairdresser
- Barber

Unit of Study/competency

Year 1

BSBWHS201 Contribute to health and safety of self and others

SHBHAS001 Provide shampoo and basin services

SHBHDES001 Dry hair to shape

SHBHDES002 Braid hair

SHBHIND001 Maintain and organise tools, equipment and work areas

SHBXCCS003 Greet and prepare clients for salon services

SHBXIND002 Communicate as part of a salon team

SHBHIND002 Research and use hairdressing industry information

Structured Workplace Learning

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

Further studies

Certificate III in Hairdressing

Certificate III in Barbering



Certificate II in Hospitality SIT20322

This program is considered a Partial Completion.

Course overview

This course is designed to equip individuals with the foundational skills and knowledge needed to thrive in various hospitality environments. Whether you're aiming to work in restaurants, hotels, catering operations, clubs, pubs or cafés, this course provides a comprehensive introduction to the industry.

Host School / TAFE

Kangan Institute 3077 (Broadmeadows)

Days and times:

Wednesday 1 year 9:30am- 2:30pm

Class size: 18

Potential career pathways

- Food and Beverage Attendant
- Barista
- Catering Assistant

Unit of Study/competency

Year 1

BSBTWK201 Work effectively with others

SITHIND006 Source and use information on the hospitality industry

SITHIND007 Use hospitality skills effectively

SITXCCS011 Interact with customers

SITXCOM007 Show social and cultural sensitivity

SITXWHS005 Participate in safe work practices

SITXFSA005 Use hygienic practices for food safety

SITHCCC024 Prepare and present simple dishes

SITHFAB025 Prepare and serve espresso coffee

Year 2

SITHFAB024 Prepare and serve non-alcoholic beverages

SITHFAB027 Serve food and beverage

SITHFAB036 Provide advice on food

SITXFIN007 Process financial transactions

SITHFAB022 Clean and tidy bar areas

Structured Workplace Learning

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

Further studies

Certificate III in Hospitality



Certificate III in Information Technology ICT30120

Course overview

This program is designed to provide students with a foundational knowledge of IT, Networking and Basic Programming

Host School / TAFE

Hume Central Secondary College

This program is delivered through (iVET 40548)

Days and times:

Wednesday 1st year 1:36 pm – 5 pm

Thursday 2nd year 1:36 pm – 5:00 pm

Kangan Institute 3077 (Broadmeadows)

Wednesday 1st year 9:00am - 12:00pm (Partial Completion)

Wednesday 2nd year 1:00pm – 4:00pm

Class size: 18

Potential career pathways

Information Technology Support Technician

Service Desk Support

Network Support

Unit of Study/competency

Year 1

BSBCRT301 Develop and extend critical and creative thinking

BSBXCS303 Securely manage personally identifiable information and workplace information

BSBXTW301 Work in a team

ICTPRG302 Apply introductory programming techniques

ICTWEB305 Produce digital images for the web

ICTICT213 Use computer operating systems and hardware

ICTICT214 Operate application software packages

ICTSAS308 Run standard diagnostic tests

Year 2

ICTICT313 Identify IP, ethics and privacy policies in ICT

ICTSAS312 Provide basic system administration

ICTSAS309 Maintain and prepare ICT equipment and software

ICTSAS305 Provide ICT advice to clients

ICTSAS310 Install, configure and secure a small office or home office

Structured Workplace Learning

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

Further studies

Certificate IV in Cyber Security

Certificate IV in Information Technology

Diploma of Information Technology



School VET Coordinators' contact details



Alex Connor
Vocational Leader
03 8339 8000



Rebecca Libreri
Careers and Student Pathways Counsellor
03 8338 3600



Scott Westray
Head of Career Development
03 9301 15800



Lachlan Berryman
VET Coordinator
03 7300 6600



Samantha Veneziano
VET learning Leader
03 8339 3060



Damien Stingell
Applied Learning Leader (VM/VPC/VET)
03 9308 1144



Jessica Mann
Applied Learning, Head of VET & Structure work
03 9301 2777



Damien Wood
Assistant Principal
03 9930 8100



Tony Bui
VET Coordinator
03 9066 3600



Sarah Blenkiron
Careers and Pathways Leader
03 8764 1000



Anthony Greaney
Applied Learning Co-ordinator
03 9933 0500



Daniel Hawkins
Learning Specialist & VET Teacher
03 9066 3690



03 8393 0000
greenvale.sc@education.vic.gov.au

This handbook has been developed by the Hume VET Cluster. We extend our gratitude to the principals of all participating schools for their support of VET programs across schools. We would like to acknowledge the VET and Career leaders whose contributions have been instrumental in compiling this valuable information.