



VET Programs Guide 2021



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What is VET?

VET Programs are undertaken as part of senior secondary school studies

Vocational Education and Training (VET) Programs offer students nationally recognised vocational certificates, which are endorsed for recognition in both the Victorian Certificate of Education (VCE) and the Victorian Certificate of Applied Learning (VCAL) from the Victorian Curriculum and Assessment Authority (VCAA).

HIGHLANDS LLEN VET CLUSTER

The Highlands LLEN VET Cluster is a partnership between the Highlands Local Learning and Employment Network, twenty senior secondary education providers and various Registered Training Organisations (RTO) within the Highlands Region. The region encompasses Bacchus Marsh, Ballarat, Beaufort, Daylesford, Lake Bolac and Maryborough. Participating schools are from all education sectors: Government, Catholic, Independent and Flexible. We also have participation from students in other regions where space permits.

VCE VET PROGRAMS:

- Are fully recognised within the Units 1- 4 structure of the VCE and have equal status with other VCE studies;
- May offer scored assessment and provide a study score for VCE (selected programs only);
- Three sequences other than English can be approved VCE VET Unit 3 & 4 sequences with study scores;
- Scored VCE VET programs contribute directly to the ATAR in the primary 4 or as a 5th or 6th study increment.

ENTRY LEVEL

VET Programs are available to Year 10, 11 and 12 students. Please note that preference will be given to suitable Year 11 applicants. This is due to all Programs being undertaken over a two-year period.

BLOCK CREDIT VET PROGRAMS

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

VET PROVIDES NATIONAL OR STATE QUALIFICATIONS

Upon successful completion of the VET Program, students are awarded a full or partial national or state accredited Vocational Training Certificate or Statement of Attainment. VET qualifications may lead directly into further education and training at TAFE or other RTOs.

VET INCREASES STUDENTS' LEARNING POTENTIAL:

- Broadens VCE/VCAL options;
- Develops students' capacity to make decisions and solve problems;
- Helps students to gain confidence and improve communication and interpersonal skills through learning in an adult environment;
- Fosters positive feedback by enabling students to demonstrate specific skills and competency;
- Matches student interests and career directions through the provision of strong pathways;
- Provides access to a range of different technologies related to the type and place of work.

VET IMPROVES STUDENTS' PATHWAYS:

- Increases post-school opportunities;
- Provides the opportunity to trial a career;
- Helps students explore possible areas of interest which promote further study and work choices;
- Allows a student to develop strong links with industry and local community employers, i.e. students may be offered part-time/casual work;
- Improves employment prospects;
- Helps students gain knowledge of employers' expectations and real working conditions;
- Develops students' capacity for cooperation, teamwork and leadership skills development;
- Assists in transition from school to work.

VET Programs are different to school. VET Programs consist of a combination of both practical and theory tasks and learning and students are assessed in a variety of ways. Units are competency based, which means being assessed on the ability to do the task. VET Programs provide an education that directly relates to getting a job.

Why Study VET?

Vocational Education & Training (VET)

WHY STUDY VET?

As part of VCE or VCAL studies students can gain an additional qualification by selecting to study a VET Program. Studying a VET qualification will develop skills and give students exposure to industry as well as experience in the workplace, prior to completing secondary school. This can lead to many beneficial training and employment outcomes. VET is a mix of practical and theory assessments that are targeted to industry, complimenting VCE or VCAL.

VET Delivered in Secondary Schools (VETDSS) Programs are either Certificates II or III. This is a great entry level qualification and can be built upon afterwards by completing a Certificate IV, Diploma or Degree. This enables students to gradually gain the skills needed to reach these levels or provides an alternative pathway into University for students completing VCAL.

VETDSS Programs contribute to both VCE and VCAL programs and some VETDSS Programs may also contribute to the Australian Tertiary Admission Rank (ATAR). VETDSS programs are open to Year 10, 11 and 12 students. To find out more please see the VETDSS fact sheet.

Having a VET qualification can increase employment and earning prospects, which can support students whilst undertaking further study. It can also increase chances of gaining an Apprenticeship or Traineeship which will allow students to earn a wage whilst learning.

Please note: regarding the Highlands LLEN VET Programs outlined in this booklet, the printed arrangements regarding times, venues, materials fees and course outlines are subject to change and will be confirmed by a letter to students in Term 4 2020.

THE TRUTH ABOUT VET?

There are a diverse range of both University and VET qualifications, leading to just as varied salaries once completed. The salary earned after completing a qualification is a result of the skills, knowledge and work ethic - not where they are gained.

‘The highest average starting salary for a University graduate is \$78,300 (Dentistry) (The Social Research Centre 2018). The highest average starting salary for a VET graduate is \$91,000 (Certificate IV in Hazardous areas – Electrical) (myskills 2018)’ - (Get VET Booklet- VCAA 2018)

57% of new jobs projected by 2022 will be achievable with a VET qualification - (Labour Market Information Portal 2017).

VET has national standards. The same standards apply to everyone undertaking a qualification and most VET graduates achieved their training goal. Examples include:

- Getting a job
- Trying a different career
- Getting a better job or promotion
- Getting into another course of study
- Personal development

QUESTIONS TO ASK YOURSELF WHEN CHOOSING A VETDSS PROGRAM

- What am I passionate about?
- What are my strengths?
- What career will allow me to follow my passion and enhance my strengths?
- What job opportunities will there be in the future?
- What qualification will set me on a pathway to get the job I want?
- Will a VETDSS Program work with my VCE or VCAL studies?

To find out more, speak with school Careers or Pathways Advisor or the VET Coordinator.



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How To Apply?

How to apply?

STEP 1

Read the handbook and course requirements carefully!

If students are unsure about the options, please speak with the home school VET Coordinator, Careers or Pathways Advisor.

STEP 2

Apply for a Unique Student Identifier (USI)

From 1 January 2016, all students studying national or state recognised training packages need to have a Unique Student Identifier (USI). This includes students undertaking VET at their home school.

A USI is a reference number made up of numbers and letters. Creating a USI is free. Students will then have a secure online record of their nationally recognised training that they can access anytime and anywhere, and it is theirs for life.

The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept together.

The USI will:

- link a student's VET achievements, regardless of where in Australia they study the course
- let students easily access secure digital transcripts of their achievements (transcripts will be available from January 2017)
- give students more control over their VET information

To obtain a USI simply apply online: www.usi.gov.au.

STEP 3

Apply for the preferred VET Program Online.

For more information on how to apply in 2020 navigate to: <https://www.highlandillen.org/education/vocational-education-training/>

STEP 4

Attend an interview or orientation session, if application for the VET Program you are applying for.

Interviews or orientation sessions will be scheduled either the last week of Term 3 or the first week of Term 4.

STEP 5

Students will be either receive an offer for a place in their preferred Program or a notification of unsuccessful application. Please note that places for those in Year 11 are given priority.

Students will notified about the successful or unsuccessful application in early Term 4 2020. If an offer is accepted, students will be required to pay a \$70 deposit towards materials costs to your school.



General VET Program Information

General Information

When enrolling in a VET Program through the Highlands LLEN VET Cluster, students will be required to complete Student Commitment and Medical Forms. Further to this, additional course requirements set out by the Highlands LLEN VET Cluster must be adhered to. It is important that students, parents and carers take time to read the following course requirements before submitting an enrolment online.

1. ABSENCES

Students are permitted to have no more than two absences a semester or four each year. An additional two approved absences will be allowed for school camps, excursions etc. Where possible students are required to notify their VET Coordinator and Program Teacher of their absence in advance. Reception at home schools is not responsible to notify the Program Teacher, this must be done by students.

2. PUNCTUALITY

All students are expected to arrive on time to class. Students who arrive more than 10 minutes after the class has started will be marked as late; regular lateness may result in being refused entry into the classroom.

3. WORK REQUIREMENTS

All tasks assigned by the Program Teacher are to be completed by the due date. Students who fail to meet deadlines will be given a warning and a second submission date will be negotiated. Students who fail to complete set tasks will risk non-completion of their VET Program.

4. PROGRAM COSTS

All VET Programs offered through the Highlands LLEN VET Cluster attract costs. Through the Clustering arrangements these costs are kept to a minimum where possible. Program costs will vary according to the purchase of training hours, the materials required by students, trade materials, books and equipment required. It should be noted that the student's home school determines the costs. For more information about the VET fees policy please contact the home school VET Coordinator, Careers Advisor or MIPS Coordinator. Please note: Once students have commenced the course, Program costs cannot be refunded.

5. STUDENT BEHAVIOUR

Currently, there are approximately 500 students undertaking VET Programs through the Highlands LLEN VET Cluster. To ensure the success, continuity and availability of VET Programs to all students, it is imperative that students abide by the Program Teacher's rules and the rules of the host school or RTO (Registered Training Organisation) whenever they are on site. This includes meeting OH&S requirements in and out of the classroom. Attitude and behaviour are to be of a high standard.

6. REPORTS

All students undertaking a VET Program will receive official written reports. These reports are issued by the RTO for each Program and supplied to the student's home school. These reports will include information on completed competencies, student's learning, attendance, behaviour and general comments. Parents will receive a copy of these reports in Terms 2 and 4.

Completed certificates will be sent from the RTO directly to student's home school at the completion of the Program. Home schools will forward these certificates to students. It should be noted that completed certificates might not be sent until the following year in accordance with graduation processes from the various RTOs.

7. CATCH UP CLASSES

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

8. ABSENCES FROM 2ND YEAR VET PROGRAMS WITH SCORED ASSESSMENTS

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

- Contact their VET Coordinator at the home school and their Program Teacher by 9.00am.
- Provide a detailed parental note immediately upon return to school. A copy should be given to the home school VET Coordinator by 9.00am and a copy should be emailed to the Program Teacher.

The Program Teacher in conjunction with the student's VET Coordinator will determine whether the absence is excused and whether rescheduling the missed task will be granted. Students who fail to report to their VET Coordinators on their first day back at school by 9.00am, will not have their assessment task rescheduled.

9. WITHDRAWAL FROM A VET PROGRAM

VET Programs are successful because students are able to access programs offered by a range of providers. It should be noted by students, parents and carers that failure to abide by the above course requirements may result in a student being withdrawn from a Program and parents may be charged for these costs.

General VET Program Information Continued...

General Information Continued

10. PROGRAM CHANGES

All details of Programs and delivery arrangements contained in this booklet are subject to change. All final Program and delivery arrangements will be confirmed early Term 4 via a confirmation letter. All Programs require minimum student numbers to proceed.

For further information about VET Programs, please refer to the Victorian Curriculum and Assessment Authority website:

www.vcaa.vic.edu.au/Pages/vet/index.aspx

11. VICTORIAN TRAINING GUARANTEE

Students enrolled at a school will not receive a government-subsidised training place for a course through the Victorian Training Guarantee, unless they are undertaking the course as part of a School-Based Apprenticeship or Traineeship. The Government supports schools in other ways to offer vocational training to their students; students should discuss these options with their home school.

<http://www.education.vic.gov.au/training/learners/vet/Pages/fundingfaq.aspx>

12. COMPLAINTS/GRIEVANCE RESOLUTION

The Highlands LLEN VET Cluster acknowledges that disputes, concerns or complaints may arise in relationships at all levels. It is important that satisfactory solutions be found so that matters can be appropriately resolved in a reasonable timeframe.

The HLEN VET Cluster Complaints/Grievance Resolution procedure is structured to promote fairness, sensitivity, promptness and confidentiality. Matters intended to be managed by this process may include but are not limited to attendance, discrimination, wellbeing, health and safety, sexual harassment, intimidation, victimisation or violence.



"I learnt how to study independently, to problem solve and work well as a team. I now travel Australia installing and programming robotic and automation machinery. Pay is great and the job is both mentally and physically challenging."

*Ben Marshall,
Industrial Technician*

13. ACCESS & EQUITY

The HLEN VET Cluster is committed to the goals of access and equity and aims to provide opportunities for VET students, VET Programs and VET Cluster staff that foster fairness, equity, and respect for social and cultural diversity that is free from discrimination, harassment and vilification.

14. RTOS

The HLEN VET Cluster works with the following RTOs:

- Access Skills Training
www.ast.org.au
- Ausdance VIC
www.ausdance.org.au
- Australian Catholic University
www.acu.edu.au
- Australian Institute of Education and Training
www.aiet.edu.au
- College of Sound and Music Production
www.cosamp.com.au
- Federation University
www.federation.edu.au
- IVET Institute
www.ivetinstitute.com.au
- Skillinvest
www.skillinvest.com.au
- The Gordon TAFE
www.thegordon.edu.au

NATIONAL QUALIFICATION LEVELS



Structured Workplace Learning (SWL)

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Structured Workplace Learning (SWL)

Structured Workplace Learning (SWL) is a key feature of VET Programs. All students are encouraged to complete a minimum of one week per year (40 hours) of work placement in a related industry. This may involve an employer accepting a student on a one day a week basis or a one-week block.

SWL enables students to demonstrate acquired skills and knowledge in an industry setting. During the work placement, a student will have specific tasks to undertake in order to demonstrate competence. They will be regularly monitored and may be assessed on the job.

If a student is having difficulties finding an SWL Opportunity, Highlands LLEN staff will offer assistance to source a suitable placement. It is the responsibility of the student, however, to ensure that all paperwork associated with SWL is completed and returned in a timely fashion. Students will need to meet the SWL requirements of the VET Program to the best of their abilities.

BENEFITS OF STRUCTURED WORKPLACE LEARNING:

- Practical skill development
- Builds employer contacts
- Improves confidence in the workplace
- Development of personal skills and maturity
- Preparation for entering the workforce
- Adds relevant work experience to resume
- Opportunity to obtain an industry based reference
- Exposure to workplace dynamics
- Opportunity to learn about industry practices and procedures
- Allows skills and knowledge obtained in the classroom to be applied in the work environment

HOW CAN PARENTS AND CARERS HELP?

- Speak to students about their interests, study areas, career goals and plans for post school years
- Encourage students to speak to people they know in their network- friends, family, work colleagues- about work opportunities
- Help students to prepare themselves for the professional workforce by talking to them about your experiences
- Ensure students attend the placement preparation workshops being run in their home schools

STRUCTURED WORKPLACE LEARNING PORTAL

The SWL Statewide Portal will help VET students find placement Opportunities. The website provides information on many Opportunities and allows students to apply for a placement online.

For further information please visit:

www.workplacements.education.vic.gov.au or google 'SWL Portal'

For support please contact the Highlands LLEN Placement Specialist Sarah Forte on:

(03) 4344 4151

0400 564 839

swl@highlandslen.org



Glossary of Key Terms

Key terms used throughout this document.

AUSTRALIAN TERTIARY ADMISSION RANK (ATAR)

This is the overall ranking on a scale of 0.00 to 99.95 that students receive, based on their study scores. The ATAR is calculated by VTAC and used by Universities and TAFE institutes to select students for their courses.

DEPARTMENT OF EDUCATION AND TRAINING (DET)

The Victorian Government department that administers school education, apprenticeships and traineeships.

GENERAL ACHIEVEMENT TEST (GAT)

The test that is completed by all students studying a VCE Unit 3 and 4 study or a scored VCE VET Unit 3 and 4 study.

OUTCOMES

What students are expected to know and be able to do by the time they have finished a VCE unit.

REGISTERED TRAINING ORGANISATION (RTO)

An institution that has been approved by the Victorian Registration and Qualifications Authority (VRQA) or Australian Skills Quality Authority (ASQA) to deliver and issue VET qualifications.

SATISFACTORY COMPLETION

This means a student has achieved the outcomes for the unit. They receive an S for the satisfactory completion of a unit. If they do not satisfactorily complete a unit, they receive an N for it.

SEMESTER

Half of the academic year. A semester is around 20 weeks in length (across two school terms). Most units last for one semester. In the VCE, Unit 3 is completed in the first semester and Unit 4 is generally completed in the second semester.

STATEMENT OF ATTAINMENT

A record of recognised learning that may contribute towards a qualification in the VET sector.

STATEMENT OF RESULTS

A set of documents that formally state the results a student received in the VCE or VCAL and whether you have been awarded the relevant certificate.

STRUCTURED WORKPLACE LEARNING

A period of work with an employer undertaken by VET

students to satisfy the requirements of a course or Unit of Competency, with supervision provided by the employer, the training provider, or both.

STUDIES

The subjects available in the VCE.

STUDY SCORE

A score between 0 and 50, showing how a student performed in a VCE study or scored VCE VET program, relative to all other students doing that same study. It is calculated using the scores achieved in each of the three graded assessments for the study.

TECHNICAL AND FURTHER EDUCATION (TAFE)

TAFE institutes offer a range of mainly vocational tertiary education courses up to the level of Advanced Diploma.

UNITS OF COMPETENCY (UOC)

The nationally agreed statements of the skills and knowledge required for effective performance in a job or job function. Units of Competency are an endorsed component of training packages. Each training package is made up of a prescribed number of Units of Competency, all of which must be attained to successfully complete the qualification.

VE1

Code on VASS denoting VCE VET Program.

VFE

Code on VASS denoting VET or Further Education programs.

VICTORIAN CURRICULUM AND ASSESSMENT AUTHORITY (VCAA)

The Victorian government agency responsible to the Minister for Education for the management of the VCE and VCAL.

VICTORIAN TERTIARY ADMISSIONS CENTRE (VTAC)

VTAC is responsible for calculating and distributing the ATAR and for processing student applications for tertiary entrance to Universities, TAFE institutes and other Further Education Colleges.

VOCATIONAL EDUCATION AND TRAINING (VET)

VET qualifications are recognised nationally and are delivered, assessed, and certified by registered training organisations (RTOs).

AHC2016 Certificate II in Agriculture (partial completion)

This VET Program is designed for students who wish to develop their skills and knowledge in assisting farmers and graziers with growing crops and/or feeding and raising livestock.

COURSE AIMS

Students will learn OH&S procedures, use of chemicals, animal husbandry, machinery and equipment operation. Skills are developed in harvesting, maintaining livestock feed and water supplies, mustering, moving and penning up livestock.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence (if available).

ATAR: This Program does not have a study score and therefore cannot contribute towards the student's primary four. Where a units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Certificate III in Agriculture
- Diploma of Agriculture

POTENTIAL OCCUPATIONS

- Agricultural technical officer
- Farm hand
- Farm overseer
- Farmer / farm manager
- Jillaroo & jackaroo
- Agronomist

ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a pre-training review and a Language, Literacy and Numeracy Evaluation (LLN).

Students will be required to attend excursion and field day activities throughout this Program. Parents and carers will be required to sign excursion forms at the beginning of the year.

1st and 2nd Year Programs have four full day practical sessions a Term.

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTO CODE

4909

PROGRAM LOCATION

Federation University TAFE, MT Rowan Campus
Cnr Midland Hwy and Rose Hill Road, Ballarat

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.30pm to 5.00pm
2nd year – Tuesday 1.30pm to 5.00pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$15
2nd year – \$80

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 80 hrs / 2 weeks minimum over total Program

OUTCOMES

Satisfactory completion of this two year Program entitles the student to a Statement of Attainment in Agriculture (partial completion).

This is NOT a full AHC2016 Certificate II in Agriculture.

ENROLMENT TYPE

VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

AHCWHS201	Participate in work health and safety processes
AHCMOM202	Operate tractors
AHCINF202	Install maintain and repair fencing
AHCLSK205	Handle livestock using basic techniques
AHCWRK209	Participate in environmentally sustainable work practices
AHCMOM217	Operate quad bikes

2ND YEAR UNITS OF COMPETENCY

AHCMOM204	Undertake operational maintenance of machinery
AHCBAC201	Assist agricultural crop establishment
AHCSOL202	Assist with soil or growing sampling and testing
AHCCHM201	Apply chemicals under supervision
AHCMOM203	Operate basic machinery and equipment
AHCWRK205	Participate in workplace communications
AHCLSK202	Care for health and welfare of livestock

HLT33015

Certificate III in Allied Health Assistance

This VET Program is designed for students pursuing a career in the health industry, offering pathways into both entry level employment and further education in VET or at University.

COURSE AIMS

Students will develop skills and knowledge applicable to a variety of health fields. They can explore options available within health environments and learn about professions such as physiotherapy, speech pathology, occupational therapy and dietetics.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence.

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

Where a student elects not to receive a study score for VCE VET Health, no contribution to the ATAR will be available.

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

POTENTIAL PATHWAYS

- Certificate IV in Disability
- Diploma of Nursing
- Bachelor of Physiotherapy
- Bachelor of Nursing
- Bachelor of Occupational Therapy

POTENTIAL OCCUPATIONS

- Physiotherapy assistant
- Occupational therapy assistant
- Podiatry assistant
- Speech pathology assistant
- Allied health assistant

ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a Language, Literacy and Numeracy assessment (LLN).

OCCUPATIONAL HEALTH & SAFETY

Students must comply with any requirements pertaining to OH&S legislation throughout the duration of the Program. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION

National

REGISTERED TRAINING ORGANISATION

Australian Catholic University

RTO CODE

3578

PROGRAM LOCATION

Australian Catholic University
1200 Mair Street, Ballarat

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.00pm
2nd year – Tuesday 1.45pm to 5.00pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$135
2nd year – \$135

STRUCTURED WORKPLACE LEARNING

Mandatory – 80 hrs / 2 weeks minimum over total program

OUTCOMES

Satisfactory completion of this two year Program entitles the student to a HLT33015 Certificate III in Allied Health Assistance.

ENROLMENT TYPE

VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

CHCCOM005	Communicate and work in health or community services
HLTINF001	Comply with infection prevention and control policies and procedures
HLTWHS001	Participate in workplace health and safety
BSBWOR301	Organise personal work priorities and development
CHCCCS002	Assist with movement
CHCCCS020	Respond effectively to behaviours of concern
CHCCCS010	Maintain a high standard of service

2ND YEAR UNITS OF COMPETENCY (*SCORED UNITS)

BSBMED301	Interpret and apply medical terminology appropriately
HLTAAP001	Recognise healthy body systems
CHCDIV001	Work with diverse people
HLTAHA001	Assist with an allied health program
HLTHPS001	Take clinical measurements

ACM2017

Certificate II in Animal Studies

This VET Program is designed for students seeking to join the animal care and management industry. Students will gain the skills and knowledge needed to pursue either employment or further study.

COURSE AIMS

Students completing this Program will cover a range of units including workplace health and safety, working in the animal care industry, surgery preparation assistance, assisting in the care of animals and acting as an information source for animal care needs.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence (if available). Students may not be recognised for all eligible credit until the completion of the second year.

ATAR: This Program does not have a study score and therefore cannot contribute towards the student's primary four. Where a units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Certificate III in Animal Studies
- Certificate III in Captive Animals (Zookeeping pathway)
- Certificate III in Pet Grooming
- Certificate IV in Veterinary Nursing
- Certificate IV in Animal Control Resolution

POTENTIAL OCCUPATIONS

- Animal care attendant
- Animal shelter attendant
- Kennel hand
- Cattery attendant
- Pet shop attendant
- Assistant dog groomer

ADDITIONAL REQUIREMENTS/ INFORMATION

Students will be required to attend excursion and field day activities throughout this Program. Parents will be required to sign excursion forms at the beginning of the year.

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION	National
RTO	The Gordon Institute of TAFE
RTO CODE	3044
PROGRAM LOCATION	Eastwood Leisure Centre 20 Eastwood Street, Ballarat
PROGRAM LENGTH	2 years
DAY AND TIME	1st year – Thursday 1.45pm to 5.00pm 2nd year – Tuesday 1.45pm to 5.00pm
PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)	1st year – \$160 2nd year – \$160
STRUCTURED WORKPLACE LEARNING	Strongly recommended – 80 hrs / 2 weeks minimum over total Program
OUTCOMES	Satisfactory completion of this two year Program entitles the student to a ACM20117 Certificate II in Animal Studies.
ENROLMENT TYPE	VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

ACMGAS201	Work in the animal care industry
ACMGAS202	Participate in workplace communications
ACMWH201	Participate in workplace health and safety processes
ACMGAS207	Provide reception services for an animal care facility
ACMGAS209	Provide information on companion animals, products and services
ACMSPE310	Provide basic care of mammals

2ND YEAR UNITS OF COMPETENCY

ACMGAS205	Assist in the health care of animals
ACMGAS206	Provide basic first aid for animals
ACMSUS201	Participate in environmentally sustainable work practices
ACMGAS203	Complete animal care hygiene routines
ACMGAS204	Feed and water animals
ACMSPE305	Provide basic care of domestic cats

ACM20117

Certificate II in Animal Studies (specialist program)

12

This VET Program is designed for students seeking to join the animal care and management industry who require a specialist learning environment to cater for students with a disability or learning difficulty.

COURSE AIMS

Students completing this Program will cover a range of units including workplace health and safety, working in the animal care industry, surgery preparation assistance, assisting in the care of animals and acting as an information source for animal care needs.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence (if available). Students may not be recognised for all eligible credit until the completion of the second year.

ATAR: This Program does not have a study score and therefore cannot contribute towards the student's primary four. Where a units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Certificate III in Animal Studies
- Certificate III in Captive Animals (Zookeeping pathway)
- Certificate III in Pet Grooming
- Certificate IV in Veterinary Nursing
- Certificate IV in Animal Control Resolution

POTENTIAL OCCUPATIONS

- Animal care attendant
- Animal shelter attendant
- Kennel hand
- Cattery attendant
- Pet shop attendant
- Assistant dog groomer

ADDITIONAL REQUIREMENTS/ INFORMATION

Students may be required to attend excursion and field day activities throughout this Program. Parents will be required to sign excursion forms at the beginning of the year.

Please note: This VET Program is only open to students with an IEP (Individual Education Plan). This VET Program will be supported by an Education Support Worker to assist students with all aspects of the Program.

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION

National

RTO

The Gordon Institute of TAFE

RTO CODE

3044

PROGRAM LOCATION

Ballarat Specialist School, Farm Campus
800 Norman Street, Ballarat

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 12.00pm to 3.00pm
2nd year – Tuesday 12.00pm to 3.00pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$150
2nd year – \$150

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 80 hrs / 2 weeks minimum over total Program

OUTCOMES

Satisfactory completion of this two year Program entitles the student to a ACM20117 Certificate II in Animal Studies.

ENROLMENT TYPE

VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

ACMGAS201	Work in the animal care industry
ACMGAS202	Participate in workplace communications
ACMWH201	Participate in workplace health and safety processes
ACMGAS207	Provide reception services for an animal care facility
ACMGAS209	Provide information on companion animals, products and services
ACMSPE310	Provide basic care of mammals

2ND YEAR UNITS OF COMPETENCY

ACMGAS205	Assist in the health care of animals
ACMGAS206	Provide basic first aid for animals
ACMSUS201	Participate in environmentally sustainable work practices
ACMGAS203	Complete animal care hygiene routines
ACMGAS204	Feed and water animals
ACMSPE305	Provide basic care of domestic cats

AUR20716 Certificate II in Automotive Vocational Preparation

13

This VET Program is a work ready pre-employment course designed to meet the needs of students wishing to pursue a career in the automotive industry through an apprenticeship or higher education.

COURSE AIMS

This Program enables students to demonstrate basic operational knowledge in a moderate range of automotive technologies and apply a defined range of skills appropriate to entry into the automotive industry.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and at units 3 & 4 sequence (if available).

ATAR: This Program does not have a study score and therefore cannot contribute towards the student's primary four. Where a units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Agricultural Mechanic Apprentice
- Heavy Vehicle Mechanic Apprentice
- Heavy vehicle Road Transport Apprentice
- Light Vehicle Mechanic Apprentice
- Motorcycle Mechanic Apprentice
- Automotive Electrician Apprentice

POTENTIAL OCCUPATIONS

- Automotive technician
- Heavy vehicle technician
- Light vehicle technician
- Motorcycle technician

ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation (LLN).

1st and 2nd year Programs have four full delivery days in Terms 1, 2 and 3.

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION

National

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTO CODE

4909

PROGRAM LOCATION

Federation University TAFE, SMB Campus
Grant Street, Ballarat

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.30pm
2nd year – Tuesday 1.45pm to 5.30pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$56
2nd year – \$18

STRUCTURED WORKPLACE LEARNING

Strongly recommended - 160 hrs / 4 weeks minimum over total Program

OUTCOMES

Satisfactory completion of this two year Program entitles the student to a AUR20716 Certificate II in Automotive Vocational Preparation

ENROLMENT TYPE

VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

AURASA002	Follow safe working practices
AURTTK002	Use and maintain tools and equipment in an automotive workplace
AURTTA027	Carry out basic vehicle service
AURLTA001	Identify automotive mechanical systems and components
AURTTD006	Remove and replace vehicle front suspension springs
AURAEA002	Follow environmental and basic sustainability best practice in an automotive workplace
AURETR003	Identify automotive electrical systems and components

2ND YEAR UNITS OF COMPETENCY

AURAF004	Resolve routine problems in an automotive workplace
AURAF003	Communicate effectively in an automotive workplace
AURTE008	Dismantle and assemble multi-cylinder four stroke petrol engines
AURTE007	Dismantle and assemble single cylinder four stroke petrol engines
AURTTD007	Remove and replace steering assemblies
AURVTW010	Set up and use welding equipment

22338VIC

Certificate II in Building & Construction (Carpentry) Pre-apprenticeship (partial completion)

This VET Program provides students with the knowledge and skills to enhance their employment prospects in the building and construction 'carpentry' industry.

COURS AIMS

Students will develop carpentry skills including carrying out measurements and calculations, constructing basic frames, the safe handling of plant and power tools and quality principles for the building industry.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and at units 3 & 4 sequence (if available).

ATAR: This Program does not have a study score and therefore cannot contribute towards the student's primary four. Where a units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Carpentry Apprenticeship
- Certificate III in Carpentry
- Certificate IV in Building and Construction

POTENTIAL OCCUPATIONS

- Carpenter
- Building site manager
- Foreman
- Building inspector

ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a Pre-Training Review and a Language, Literacy and Numeracy evaluation (LLN).

1st year Program has one full delivery day in Term 1.

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION

National

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTO CODE

4909

PROGRAM LOCATION

Federation University TAFE, SMB Campus
Grant Street, Ballarat

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.00pm
2nd year – Tuesday 1.45pm to 5.00pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$280
2nd year – N/A

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 80 hrs / 2 weeks minimum over total Program

OUTCOMES

Satisfactory completion of this two year Program entitles the student to a Statement of Attainment in Building & Construction (Carpentry) Pre-apprenticeship.

This is NOT a full 22338VIC Certificate II in Building & Construction (Carpentry) Pre-apprenticeship (partial completion)

ENROLMENT TYPE

VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

CPCCWHS1001	Prepare to work safely in the construction industry (CI card)
CPCCCM1014A	Conduct Workplace Communications
CPCCCM1012A	Work effectively & sustainably in the construction industry
VU22022	Identify and handle carpentry tools and equipment
VU22015	Interpret and apply basic plans and drawings
CPCCCM1015A	Carry out measurements and calculations

2ND YEAR UNITS OF COMPETENCY

VU22023	Perform basic setting out
CPCCCM2006	Apply basic leveling procedures
VU22024	Construct a basic sub-floor
VU22025	Construct basic wall frames
VU22026	Construct a basic roof frame
VU22027	Install basic external cladding

CHC32015

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

15

This VET Program can provide entry level job opportunities or pathways to further study in health and community services, disability or children's services.

COURS AIMS

Students will learn about and develop skills in effective communication, cultural diversity, workplace safety, networking, teamwork and responding to clients in various community services.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence. Students may not be recognised for all eligible credit until the completion of the second year.

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

Where a student elects not to receive a study score for VCE VET Community Services, no contribution to the ATAR will be available.

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

POTENTIAL PATHWAYS

- Certificate III in Individual Support (Ageing or Disability)

- Certificate III in Individual Support (Home & Community)
- Certificate IV in Alcohol & Other Drugs
- Certificate IV in Disability
- Certificate IV in Community Services
- Diploma of Community Services
- Diploma of Nursing

POTENTIAL OCCUPATIONS

- Social, welfare or youth worker
- Disability support worker
- Case support worker
- Volunteer

ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a Pre-Training Review and a Language, Literacy and Numeracy assessment (LLN).

OCCUPATIONAL HEALTH & SAFETY

Students must comply with any requirements pertaining to OH&S legislation throughout the duration of the Program. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION

National

REGISTERED TRAINING ORGANISATION

Australian Catholic University

RTO CODE

3578

PROGRAM LOCATION

Australian Catholic University
1200 Mair Street, Ballarat

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.00pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – TBC

STRUCTURED WORKPLACE LEARNING

Strongly recommended - 60 hrs each year over total program

OUTCOMES

Satisfactory completion of this two year Program entitles the student to a CHC32015 Certificate III in Community Services. After the first year of the Program students may exit and may be eligible to receive a CHC22015 Certificate II in Community Services

ENROLMENT TYPE

VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

CHCCOM005	Communicate and work in health or community services
HLTINF001	Comply with infection prevention and control policies and procedures
CHCDIV001	Work with diverse people
HLTWHS002	Follow safe work practices for direct client care
BSBWOR202	Organise and complete daily work activities
CHCCOM001	Provide first point of contact
HLTAID003	Provide first aid
HLTWHS006	Manage personal stressors in the work environment
CHCVOL001	Be an effective volunteer

2ND YEAR UNITS OF COMPETENCY

CHCCS016	Respond to client needs
CHCCDE003	Work within a community development framework
CHCCDE004	Implement participation and engagement strategies

CUA20113

Certificate II in Dance

16

This VET Program is designed to introduce students to the performing arts industry. It explores various dance styles and other areas of interest relating to the many aspects of dance as a possible career.

COURSE AIMS

Students will learn and develop their performance skills in two dance styles as well as exploring the history and choreographers of these styles. A variety of dance knowledge will be explored through safe dance practices, preparing for performances through anatomy and health.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence.

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

Where a student elects not to receive a study score for VCE VET Dance, no contribution to the ATAR will be available.

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

POTENTIAL PATHWAYS

- Certificate III in Dance
- Certificate IV in Dance
- Diploma of Dance
- Bachelor of Arts with a major in Dance
- Bachelor of Arts (Performance Studies)
- Bachelor of Contemporary Arts (Dance)

POTENTIAL OCCUPATIONS

- Dance teacher
- Dancer
- Performer
- Choreographer
- Dance therapist
- Dance critic

ADDITIONAL REQUIREMENTS/ INFORMATION

Students will be required to attend a group audition to gain entry into this Program. Additional fees may apply for guest speakers/trainers.

The location of classes may vary, a timetable will be released at the beginning of the semester before class starts.

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear appropriate dance wear and shoes for this Program as required under OH&S legislation. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION	National
REGISTERED TRAINING ORGANISATION	Ausdance with Curtain Call Performing Arts Studio
RTO CODE	20949
PROGRAM LOCATION	Curtain Call Performing Arts Studio 209 Armstrong Street South, Ballarat
PROGRAM LENGTH	2 years
DAY AND TIME	1st Year - Thursday 1.00pm to 4.00pm 2nd Year - Thursday 1.45pm to 5.00pm
PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)	1st Year - \$270 2nd Year - \$270
STRUCTURED WORKPLACE LEARNING	Strongly recommended - 80 hrs / 2 weeks minimum over total Program
OUTCOMES	Satisfactory completion of this two year Program entitles the student to a CUA20113 Certificate II in Dance.
ENROLMENT TYPE	VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

BSBWOR203	Work effectively with others
CUADAN201	Develop basic dance techniques
CUAWHS101	Follow basic safe dance practices
CUAWHS201	Develop a basic level of physical condition for dance performance
CUADAN205	Perform basic contemporary dance technique
CUADAN203	Perform basic jazz dance technique

2ND YEAR UNITS OF COMPETENCY

CUAPRF201	Prepare for performances
CUADAN202	Incorporate artistic expression into basic dance performance
CUAIND201	Develop and apply creative arts industry knowledge
CUAPRF304	Develop audition techniques
CUADAN305	Increase depth in jazz dance technique
CUADAN308	Increase depth in contemporary dance technique

CHC30113

Certificate III in Early Childhood Education and Care (partial completion)

17

This VET Program is designed for students who are passionate about childhood education and are looking to either enter the workforce or further their education in the sector.

COURSE AIMS

Students will develop skills in a variety of childcare and education areas including ensuring the health and safety of children, working legally and ethically, using approved learning frameworks to guide practice as well as developing cultural competence.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence (if available). Students may not be recognised for all eligible credit until the completion of the second year.

ATAR: This Program does not have a study score and therefore cannot contribute towards the student's primary four. Where a units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Certificate III in Early Childhood Education and Care
- Diploma of Early Childhood Education and Care
- Bachelor of Early Childhood Education
- Bachelor of Education

POTENTIAL OCCUPATIONS (ON COMPLETION OF THE FULL CERTIFICATE III)

- Crèche childhood worker
- Early childhood educator
- Early childhood education team leader
- Family day care worker

ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation (LLN).

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION	National
REGISTERED TRAINING ORGANISATION	Australian Catholic University
RTO CODE	3578
PROGRAM LOCATION	Australian Catholic University 1200 Mair Street, Ballarat
PROGRAM LENGTH	2 years
DAY AND TIME	1st year – Thursday 1.45 to 5.00pm 2nd year – Tuesday 1.45pm to 5.00pm
PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)	1st year – \$200 2nd year – \$0
STRUCTURED WORKPLACE LEARNING	Mandatory - 120 hrs / 4 weeks minimum over total Program
OUTCOMES	Satisfactory completion of this two year Program entitles the student to a Statement of Attainment in Early Childhood Education and Care (partial completion). This is NOT a full CHC30113 Certificate III in Early Childhood Education and Care.
ENROLMENT TYPE	VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

CHCECE004	Promote and provide healthy food and drinks
HLTWHS001	Participate in work health and safety
CHCPRT001	Identify and respond to children and young people at risk
HLTAID004	Provide an emergency first aid response in an education and care setting
CHCECE002	Ensure the health and safety of children
CHCECE003	Provide care for children
CHCECE005	Provide care for babies and toddlers

2ND YEAR UNITS OF COMPETENCY

BSBWOR301	Organise personal work priorities and development
CHCLEG001	Work legally and ethically
CHCECE009	Use an approved learning framework to guide practice
CHCECE001	Develop cultural competence
CHCDIV001	Work with diverse people
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety

UEE22011

Certificate II in Electrotechnology (career start)

This VET Program is designed for students to gain the skills and knowledge needed to either enter the electrical industry or look to further their education before starting their careers.

COURSE AIMS

Students will develop a variety of skills including fabrication and assembly, using routine equipment and technologies, solving problems with D.C circuits as well as applying the best practice Occupational Health and Safety regulations to everyday work.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence (if available). Students may not be recognised for all eligible credit until the completion of the second year.

ATAR: This program does not have a study score and therefore cannot contribute towards the student's primary four. Where a units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Certificate III in Electrician
- Certificate III in Electrical Fitter
- Certificate III in General Electrician

- Certificate IV in Electrical Contractor
- Diploma of Technical Officer

POTENTIAL OCCUPATIONS

- Technicians
- Trade workers
- Labourers
- Sales worker

ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation (LLN).

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION

National

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTO CODE

4909

PROGRAM LOCATION

Federation University TAFE, SMB Campus
Grant Street, Ballarat

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.00pm to 6.00pm
2nd year – Tuesday 1.00pm to 6.00pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$50
2nd year – \$20

STRUCTURED WORKPLACE LEARNING

Strongly recommended - 80 hrs / 2 weeks minimum over total Program

OUTCOMES

Satisfactory completion of this two year Program entitles the student to a UEE22011 Certificate II in Electrotechnology (Career Start)

ENROLMENT TYPE

VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

UEENEEE101A	Apply Occupational Health and Safety regulations, codes and practices in the workplace
UEENEEE102A	Fabricate, dismantle and assemble electrotechnology components
UEENEEE105A	Fix and secure electrotechnology equipment
UEENEEE122A	Carry out preparatory energy sector work activities
UEENEEE148A	Carry out routine work activities in an energy sector environment
UEENEEE179A	Identify and select components, accessories and materials for energy sector work activities

2ND YEAR UNITS OF COMPETENCY

UEENEEE104A	Solve problems in D.C circuits
UEENEEE141A	Use of routine equipment / plant / technologies in an energy sector environment
UEENEEK142A	Apply environmentally and sustainable procedures in the energy sector
UEENEEO24A	Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply

22470VIC

Certificate II in Engineering Studies

19

This VET Program has been designed for students who are interested in developing skills in engineering to follow pathways into further education or employment.

COURSE AIMS

Students will learn a wide variety of skills including basic fabrication techniques, using power tools and engineering machinery, creating and interpreting sketches and drawings as well as applying Occupational Health and Safety procedures to the workplace.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence.

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

Where a student elects not to receive a study score for VCE VET Engineering, no contribution to the ATAR will be available.

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

POTENTIAL PATHWAYS

- Certificate III in Engineering
- Certificate IV in Engineering
- Diploma of Engineering—various streams
- Advanced Diploma of Engineering

- Bachelor of Engineering

POTENTIAL OCCUPATIONS

- Manufacturing engineering
- Fitter and machinist
- Sheet metal worker
- CNC operator
- Production welder
- Fabricator (light and heavy)

ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation (LLN).

1st and 2nd year Programs have three full delivery days in Terms 1, 2 and 3.

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION

National

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTO CODE

4909

PROGRAM LOCATION

Federation University TAFE, SMB Campus
Grant Street, Ballarat

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.30pm
2nd year – Tuesday 1.45pm to 5.30pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$148
2nd year – \$103

STRUCTURED WORKPLACE LEARNING

Strongly recommended - 80 hrs / 2 weeks minimum over total Program

OUTCOMES

Satisfactory completion of this two year Program entitles the student to a 22470VIC Certificate II in Engineering Studies.

ENROLMENT TYPE

VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

MEM13014A	Apply principles of occupational health and safety in the work environment
VU22332	Apply basic fabrication techniques
MEM18001C	Use hand tools
MEM18002B	Use power tools/hand held operations
VU22336	Perform metal fabrication operations
VU22329	Report on a range of sectors in the manufacturing engineering and related industries
VU22330	Select and interpret drawings and prepare three dimensional (3D) sketches and drawings
VU22331	Perform basic machining processes

2ND YEAR UNITS OF COMPETENCY

MEMPE006A	Undertake a basic engineering project
VU22333	Perform intermediate engineering computations
VU22337	Perform basic welding and thermal outline processes to fabricate engineering structure

22513VIC

Certificate III in Equine Studies

This VET Program is designed for students who are interested in horses and horse care. Upon completion students will gain an entry level qualification that can lead to further education and employment.

COURSE AIMS

Students will develop skills and knowledge in providing daily care and handling of horses, providing basic emergency life support, equine anatomy as well as working safely in an equine organisation.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence. Students may not be recognised for all eligible credit until the completion of the second year.

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

Where a student elects not to receive a study score for VCE VET Equine, no contribution to the ATAR will be available.

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

POTENTIAL PATHWAYS

- Certificate III in Racing- various streams
- Certificate IV in Work Practices for Equine Dental Technicians

- Certificate IV in Racing- various streams
- Diploma of Racing- various streams
- Diploma of Equine Performance Management
- Certificate III Racing (advanced stable hand)
- Certificate III Racing (track rider)

POTENTIAL OCCUPATIONS

- Animal attendant
- Veterinarian
- Track rider
- Stable hand
- Farrier
- Horse breeder, trainer or manager

ADDITIONAL REQUIREMENTS/ INFORMATION

Students will be required to complete 5 days of work placement during Semester 2.

1st and 2nd year Programs have full day practical days throughout the timetable.

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION

National

REGISTERED TRAINING ORGANISATION

Skillinvest

RTO CODE

4192

PROGRAM LOCATION

Theory Days - Skillinvest Training
110 Lydiard Street North, Ballarat
Practical Days - Mt Rowan Facility
Cnr Midland Hwy and Rose Hill Road,
Ballarat

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.00pm
2nd year – Tuesday 1.45pm to 5.00pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$300
2nd year – \$300

STRUCTURED WORKPLACE LEARNING

Mandatory – 40 hrs / 1 week minimum over total Program

OUTCOMES

Satisfactory completion of this two year Program entitles the student to a 22513VIC Certificate III in Equine Studies.

ENROLMENT TYPE

VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

ACMEQU202	Handle horses safely
ACMEQU205	Apply knowledge of horse behaviour
VU22681	Work effectively in an equine organisation
VU22685	Identify equine anatomy
VU22689	Assist in the conduct and organisation of an event in the equine industry
ACMEQU201	Work safely in industries with horses
VU22688	Assist in the preparation of a horse for an event
VU22687	Demonstrate basic horse riding or driving skills

2ND YEAR UNITS OF COMPETENCY

VU22682	Implement horse health and welfare practices
VU22683	Implement and monitor horse feeding programs
VU22684	Relate equine form to function
VU22686	Identify and describe equine physiology

MSF20516

Certificate II in Furniture Making Pathways

This VET Program has been designed for students looking to gain skills in furniture making. Upon completion students will gain an entry level qualification that can lead to further education and employment.

COURSE AIMS

Students will develop knowledge and experience in a variety of areas including preparing surfaces, making simple timber joints, developing a career plan for the furnishing industry, assembling furniture components as well as working in a team.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence.

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

Where a student elects not to receive a study score for VCE VET Furniture Making Pathways, no contribution to the ATAR will be available.

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

POTENTIAL PATHWAYS

- Certificate III in Furniture Making
- Apprentice Furniture Maker

POTENTIAL OCCUPATIONS

- Furniture Maker
- Cabinet Maker

ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation (LLN).

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION
National
REGISTERED TRAINING ORGANISATION
Federation University TAFE
RTO CODE
4909
PROGRAM LOCATION
Federation University TAFE, SMB Campus Grant Street, Ballarat
PROGRAM LENGTH
2 years
DAY AND TIME
1st year – Thursday 1.45pm to 5.00pm 2nd year – Tuesday 1.45pm to 5.00pm
PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)
1st year – \$175 2nd year – TBC
STRUCTURED WORKPLACE LEARNING
Strongly recommended - 80 hrs / 2 weeks minimum over total Program
OUTCOMES
Satisfactory completion of this two year Program entitles the student to a MSF20516 Certificate II in Furniture Making Pathways.
ENROLMENT TYPE
VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

MSMENV272	Participate in environmentally sustainable work practices
MSMPCI103	Demonstrate care and apply safe practices at work
MSFFP2002	Develop a career plan for the furnishing industry
MEM16006A	Organise and communicate information
MSFFP2003	Prepare surfaces
MSFFP2005	Join furnishing materials
MSFFP2006	Make simple timber joints
MSMSUP106	Work in a team
CPCWHS1001	Prepare to work safely in the construction industry (CI card)

2ND YEAR UNITS OF COMPETENCY

MSFGN2001	Make measurements and calculations
MSFFP2001	Undertake a basic furniture making project
MSFFM2001	Use furniture making sector hand and power tools
MSFFM2002	Assemble furnishing components

ICT30118

Certificate III in Information, Digital Media and Technology (partial completion)

This VET Program is designed for students who wish to enter the information technology industry. Through this Program students can follow several pathways to further education and employment.

COURSE AIMS

Students will develop skills and knowledge in a variety of areas including providing IT support to clients, working and communicating effectively in an IT workplace, maintaining equipment and software as well as using social media tools.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence.

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

Where a student elects not to receive a study score for VCE VET Information, Digital Media and Technology, no contribution to the ATAR will be available.

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

POTENTIAL PATHWAYS

- Certificate III in Information, Digital Media & Technology
- Certificate IV in Information, Digital Media & Technology
- Diploma of Information Technology

POTENTIAL OCCUPATIONS

- IT / network manager
- Database / system administrator
- Computer programmer / computer technician
- Software designer / computer games programmer
- Data entry operator
- Computer retail and servicing

ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation (LLN).

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION	National
REGISTERED TRAINING ORGANISATION	Federation University TAFE
RTO CODE	3044
PROGRAM LOCATION	Federation University TAFE, SMB Campus Grant Street, Ballarat (1st Yr) Federation University, Mt Helen Campus University Drive, Mt Helen, Ballarat (2nd Yr)
PROGRAM LENGTH	2 years
DAY AND TIME	1st year – Thursday 1.45pm to 5.00pm 2nd year – Tuesday 1.45pm to 5.00pm
PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)	1st year – N/A 2nd year – N/A
STRUCTURED WORKPLACE LEARNING	Strongly recommended – 80 hrs / 2 weeks minimum over total Program
OUTCOMES	Satisfactory completion of this two year Program entitles the student to a Statement of Attainment in Information, Digital Media & Technology (partial completion). This is NOT a full ICT30115 Certificate III In Information, Digital Media & Technology.
ENROLMENT TYPE	VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

BSBWHS304	Participate effectively in WHS communication and consultation processes
ICTICT202	Work and communicate effectively in an ICT environment
ICTSAS308	Run standard diagnostic tests
ICTWEB201	Use social media tools for collaboration and engagement
ICTWEB303	Produce digital images for the web
ICTGAM301	Apply simple modelling techniques

2ND YEAR UNITS OF COMPETENCY

ICTICT301	Create user documentation
ICTICT302	Install and optimise operating system software
ICTSAS305	Provide ICT advice to clients
ICTSAS306	Maintain equipment and software
ICTSAS307	Install, configure and secure a small office or home office network
BSBSUS401	Implement and monitor environmentally sustainable work practices

SIT20416

Certificate II in Kitchen Operations

23

This VET Program is designed for students wishing to enter the hospitality and food service industries. Pathways into further study or employment are available through completion of this Program.

COURSE AIMS

Students will develop skills and knowledge in several areas including preparing a variety of meals and food products, cookery skills, participating in safe work practices, working effectively with others and using food preparation tools and equipment.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence.

ATAR: Students wishing to receive an ATAR contribution for the Units 3 and 4 sequence must undertake scored assessment for the purposes of gaining a study score. This study score can contribute directly to the primary four or as a fifth or sixth study. Where a student elects not to receive a study score for VCE VET Hospitality, no contribution to the ATAR will be available.

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

POTENTIAL PATHWAYS

- Apprenticeship within the industry
- Certificate III in Hospitality- Commercial Cookery
- Certificate III in Food & Beverage Service
- Diploma of Hospitality
- Certificate III in Patisserie

POTENTIAL OCCUPATIONS

- Food & beverage attendant
- Hospitality manager
- Chef
- Cafe owner/manager
- Kitchen assistant

ADDITIONAL REQUIREMENTS/ INFORMATION

Students may be required to purchase extra ingredients throughout this Program.

Prior to commencement of this Program students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation (LLN).

2nd year Program requires twelve service periods:

Breakfast - 6.00am to 10.30am (1 total)

Lunch - 8.30am to 2.30pm (1 total)

Dinner - 2.30pm to 9.30pm (10 total)

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation.

More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION

National

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTO CODE

4909

PROGRAM LOCATION

Federation University, SMB Campus

Grant Street, Ballarat

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 6.30pm

2nd year – Tuesday 1.45pm to 6.30pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$100

2nd year – \$55

STRUCTURED WORKPLACE LEARNING

Strongly recommended - 80 hrs / 2 weeks minimum over total Program

OUTCOMES

Satisfactory completion of this two year Program entitles the student to a SIT20416 Certificate II in Kitchen Operations

ENROLMENT TYPE

VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

BSBWOR203	Work effectively with others
SITHCCC001	Use food preparation equipment
SITHCCC005	Prepare dishes using basic methods of cookery
SITHKOP001	Clean kitchen premises and equipment
SITXFSA001	Use hygienic practices for food safety
SITXINV002	Maintain the quality of perishable items
SITXWHS001	Participate in safe work practices
SITHIND002	Source and use information on the hospitality industry
BSBSUS201	Participate in environmentally sustainable work practices

2ND YEAR UNITS OF COMPETENCY

SITHCCC006	Prepare appetisers and salads
SITHCCC007	Prepare stocks, sauces and soups
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes
SITHCCC011	Use cookery skills effectively
SITHCCC012	Prepare poultry dishes

ACH21616

Certificate II in Landscaping

This VET Program is designed for students wanting to explore landscaping and plant management. Upon completion students will gain a qualification that can lead to further education and employment.

COURSE AIMS

Students will learn a variety of skills including assisting with landscape construction work, recognising plants, treating plant pest and diseases, planting trees and shrubs as well as operating basic machinery and equipment.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and at units 3 & 4 sequence (if available).

ATAR: This program does not have a study score and therefore cannot contribute towards the student's primary four. Where a units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the lowest study score of the primary four).

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

POTENTIAL PATHWAYS

- Certificate III in Landscape Construction
- Certificate III in Retail Nursery
- Certificate IV in Horticulture
- Diploma of Landscape Design or Project Management

POTENTIAL OCCUPATIONS

- Gardener
- Landscaper
- Landscape Designer
- Plant Nursery Management
- Horticulturist

ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation (LLN).

1st and 2nd year Programs have 3 full delivery days in Terms 1, 2, 3 and 4.

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION

National

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTO CODE

4909

PROGRAM LOCATION

Federation University TAFE, Gilles Street Campus

Cnr Gilles and Gregory Street, Ballarat

PROGRAM LENGTH

2 years

DAY AND TIME

1st Year – Thursday 1.00pm to 5.00pm

2nd Year – Tuesday 1.00pm to 5.00pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$27

2nd year – TBC

STRUCTURED WORKPLACE LEARNING

Strongly recommended - 80 hrs / 2 weeks minimum over total Program

OUTCOMES

Satisfactory completion of this two year Program entitles the student to ACH21616 Certificate II in Landscaping

ENROLMENT TYPE

VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

AHCWHS201	Participate in work health and safety processes
AHCPGD201	Plant trees and shrubs
AHCMOM203	Operate basic machinery and equipment
AHCMOM204	Undertake operational maintenance of machinery
AHCLSC202	Construct low-profile timber or modular retaining walls
AHCLSC301	Set out site for construction works
AHCWRK204	Work effectively in the industry
AHCLSC204	Lay paving

2ND YEAR UNITS OF COMPETENCY

AHCLSC201	Assist with landscape construction work
AHCLSC203	Install aggregate paths
AHCPM201	Recognise plants
AHCPMG202	Treat plant pests, diseases and disorders
AHCCHM201	Apply chemicals under supervision
AHCSOL202	Assist with soil or growing media sampling and testing
AHCMOM207	Conduct front-end loader operations

CUA20615 & CUA30915

Certificate II in Music Industry (Audio/ Electronic Music Composition) Certificate III in Music Industry (Sound Production)

25

This VET Program is designed for students who want to enter the music production industry, providing two qualifications within a two year Program to enhance the knowledge developed.

COURSE AIMS

Students will learn skills within audio/electronic music composition and sound production including performing basic sound editing, incorporating technology into music making, recording and mixing a basic music demo as well as mixing music in a studio environment.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two units at units 1 & 2 level.

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

Where a student elects not to receive a study score for VCE VET Music Industry, no contribution to the ATAR will be available.

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

POTENTIAL PATHWAYS

- Certificate IV in Music
- Diploma of Music
- Advanced Diploma of Music

POTENTIAL OCCUPATIONS

- Musician
- Music teacher
- Singer, songwriter or jingle writer
- Stage producer or stage manager
- Producer

ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation (LLN).

1st and 2nd year Programs are delivered together on Tuesdays.

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

REGISTERED TRAINING ORGANISATION

COSAMP with DMS Systems Pty Ltd

RTO CODE

41549

PROGRAM LOCATION

Mount Clear College

Olympic Drive, Ballarat

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Tuesday 1.45pm to 5.00pm

2nd year – Tuesday 1.45pm to 5.00pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$180

2nd year – \$180

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 80 hrs / 2 weeks minimum over total Program

OUTCOMES

Satisfactory completion of the Program entitles the student to a CUA20615 Certificate II in Music Industry and to a CUA30915 Certificate III in Music Industry (Sound Production)

ENROLMENT TYPE

VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

BSBWHS201	Contribute to health and safety of self and others
CUAIND201	Develop and apply creative arts industry knowledge
BSBWOR203	Work effectively with others
CUASOU201	Develop basic audio skills and knowledge
CUASOU202	Perform basic sound editing
CUAMLT201	Develop and apply musical ideas and listening skills
CUASTA202	Assist with bump in and bump out of shows
CUAMCP201	Incorporate technology into music making
CUASOU203	Assist with sound recordings

2ND YEAR UNITS OF COMPETENCY

CUACMP301	Implement copyright arrangements
CUAIND303	Work effectively in the music industry
CUAMLT302	Apply knowledge of style and genre to music industry practice
CUASOU306	Operate sound reinforcement systems
CUASOU307	Record and mix a basic music demo
CUASOU308	Install and disassemble audio equipment
CUASOU311	Mix music in a studio environment
CUASOU402	Manage audio input sources

CUA30915

Certificate III in Music Industry - Performance

This VET Program is designed for students wanting to enter the music performance industry. It will enable participants to gain a recognised credential and make an informed choice of vocation or career pathway.

COURSE AIMS

Students will be provided with a variety of knowledge, skills and competency that will enhance their employment prospects in the music and creative arts industries.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two units at units 1 & 2 level.

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

Where a student elects not to receive a study score for VCE VET Music Performance, no contribution to the ATAR will be available.

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

POTENTIAL PATHWAYS

- Certificate IV in Music
- Diploma of Music
- Advanced Diploma of Music

POTENTIAL OCCUPATIONS

- Musician
- Music teacher
- Singer, songwriter or jingle writer
- Producer

ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation (LLN).

1st and 2nd year Programs are delivered together on Tuesdays.

OCCUPATIONAL HEALTH & SAFETY

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

NATIONAL OR STATE ACCREDITATION

National

REGISTERED TRAINING ORGANISATION

COSAMP with Ballarat Clarendon College

RTO CODE

41549

PROGRAM LOCATION

Ballarat Clarendon College
1425 Sturt Street, Ballarat

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.00pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$TBC
2nd year – \$TBC

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 80 hrs / 2 weeks minimum over total Program

OUTCOMES

Satisfactory completion of the Program entitles the student to a CUA30915 Certificate III in Music Industry - Performance

ENROLMENT TYPE

VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

Please Note: This Program has not been approved and it's details have not been confirmed. We will update this booklet as soon as there is further information available.

1ST YEAR UNITS OF COMPETENCY

BSBWHS201	Contribute to health and safety of self and others
CUACMP301	Implement copyright arrangements
CUAIND303	Work effectively in the music industry
CUAMLT302	Apply knowledge of style and genre to music industry practice

2ND YEAR UNITS OF COMPETENCY

CUAMPF301	Develop technical skills in performance
CUAMPF302	Prepare for performances
CUAMPF305	Develop improvisation skills
CUAMPF402	Develop and maintain stagecraft skills

Choose one unit from the following Performance electives:

CUAMPF404	Perform music as part of a group
CUAMPF406	Perform music as a soloist

22304VIC

Certificate II in Plumbing Pre-apprenticeship (partial completion)

27

This VET Program will provide students with the knowledge and skills to enhance employment prospects as well as providing pathways to further education in plumbing.

COURSE AIMS

Students will gain experience and knowledge in a variety of plumbing skills including applying basic sheet metal practices, using basic power tools, performing basic oxy-acetylene welding and cutting, as well as preparing to work in the plumbing industry.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence (if available).

ATAR: This program does not have a study score and therefore cannot contribute towards the student's primary four. Where a units 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5th or 6th subject and contribute towards their ATAR (10% of the lowest study score of the primary four).

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

POTENTIAL PATHWAYS

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

POTENTIAL OCCUPATIONS

- Plumber
- Roof plumber
- Drainer
- Gas fitter

ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation (LLN).

1st year Program has 1 full delivery day in Term 1.

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION

National

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTO CODE

4909

PROGRAM LOCATION

Federation University TAFE, SMB Campus
Grant Street, Ballarat

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 8.30am to 11.45am
2nd year – Thursday 1.45pm to 5.00pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$240
2nd year – N/A

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 80 hrs / 2 weeks minimum over total Program

OUTCOMES

Satisfactory completion of this two year Program entitles the student to a Statement of Attainment in Plumbing.

This is NOT a full Certificate II in Plumbing Pre-apprenticeship (partial completion)

ENROLMENT TYPE

VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

CPCCOHS2001A	Apply OH & S requirements, policies and procedures in the construction industry
CPCCWHS1001	Work safely in the construction industry (Pre-requisite CI card)
VU21795	Use and apply basic levelling equipment for plumbing
VU21797	Use basic plumbing hand tools
VU21798	Use basic power tools
VU21799	Use plumbing pipes, fittings and fixtures to simulate plumbing installations
VU21791	Fabricate simple plumbing pipe systems
VU21789	Apply basic sheet metal practices

2ND YEAR UNITS OF COMPETENCY

CPCPCM2039A	Carry out interactive workplace communication
VU2193	Perform basic oxy-acetylene welding and cutting
VU21792	Identify career pathways in the plumbing industry
VU21790	Cut and penetrate building material and structures
CUVACD303A	Produce technical drawings
CPCCM1015A	Carry out measurements and calculations
VU21796	Use basic electric welding equipment and techniques
VU21794	Prepare to work in the plumbing industry
CPCCM2001A	Read and interpret plans and specifications

SHB20116

28

Certificate II in Retail Cosmetics

This VET Program is designed for students who wish to enter the beauty industry and provides opportunities for both pathways to employment and further education.

COURSE AIMS

Students will develop skills and knowledge in a variety of areas including designing and applying make-up, producing visual merchandise displays, receiving and handling retail stock as well as recommending products and services to clients.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level.

ATAR: This Program does not have a study score and does not contribute to the ATAR.

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

POTENTIAL PATHWAYS

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

POTENTIAL OCCUPATIONS

- Beauty therapist
- Make-up artist
- Aromatherapist
- Salon manager
- Retail sales assistant / manager

ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation (LLN).

Students will also be required to participate in an interview prior to being accepted into the Program.

1st and 2nd year Programs have 8 full delivery days in school holidays:

8 full day sessions during school holidays in:
Term 1 - 9am to 4pm (3 total)
Term 2 - 9am to 4pm (3 total)
Term 3 - 9am to 4pm (2 total)

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION	National
REGISTERED TRAINING ORGANISATION	Federation University TAFE
RTO CODE	4909
PROGRAM LOCATION	Federation University TAFE, SMB Campus Dana Street, Ballarat
PROGRAM LENGTH	2 years
DAY AND TIME	1st year – Thursday 1.45pm to 5.00pm 2nd year – Tuesday 1.45pm to 5.00pm
PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)	1st year – \$250 2nd year – \$150
STRUCTURED WORKPLACE LEARNING	Strongly recommended – 40 hrs / 1 week minimum over total Program
OUTCOMES	Satisfactory completion of this two year Program entitles the student to a SHB20116 Certificate II in Retail Cosmetics.
ENROLMENT TYPE	VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

BSBWHS201	Contribute to health and safety of self and others
SHBBCCS001	Advise on beauty products and services
SHBBMUP002	Design and apply make-up
SHBXCCS001	Conduct salon financial transactions
SHBXIND002	Communicate as part of a salon team
SIRXIND003	Organise personal work requirements
SHBBRES001	Research and apply beauty industry information

2ND YEAR UNITS OF COMPETENCY

SHBXIND001	Comply with organisational requirements within a personal services environment
ICTWEB201	Use social media tools for collaboration and engagement
SIRRMER001	Produce visual merchandise displays
SIRRV001	Receive and handle retail stock
SHBBMUP003	Design and apply make-up for photography
SHBXCCS004	Recommend products and services
SIRXLS001	Sell to the retail customer
SHBBMUP004	Design and apply remedial camouflage make-up

SHB20216 Certificate II in Salon Assistant

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This VET Program provides students with the skills and knowledge to begin a career in the hair and beauty industry as well allowing pathways into further education.

COURSE AIMS

Students will gain experience in several areas of salon assistance including maintaining and organising tools and equipment, recommending products and services, braiding hair, applying hair colour products and communicating as part of a team.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level.

ATAR: This subject does not have a study score and does not contribute to the ATAR.

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

POTENTIAL PATHWAYS

- Hairdressing Apprenticeship

POTENTIAL OCCUPATIONS

- Salon assistant
- Hairdresser
- Beauty therapist
- Retail sales assistant / manager

ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a Pre-training review and a Language, Literacy, and Numeracy evaluation (LLN).

Students will also be required to participate in an interview prior to being accepted into the Program.

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION

National

REGISTERED TRAINING ORGANISATION

Federation University TAFE

RTO CODE

4909

PROGRAM LOCATION

Federation University TAFE, SMB Campus
Dana Street, Ballarat

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.00pm
2nd year – Tuesday 1.45pm to 5.00pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$358
2nd year – \$190

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 40 hrs / 1 week minimum over total Program

OUTCOMES

Satisfactory completion of this two year Program entitles the student to a SHB20216 Certificate II in Salon Assistant.

ENROLMENT TYPE

VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

BSBWHS201	Contribute to health and safety of self and others
SHBHIND001	Maintain and organise tools, equipment and work areas
SHBBBAS001	Provide shampoo and basin services
SHBHDES001	Dry hair to shape
SHBBBAS002	Provide head, neck and shoulder massages for relaxation
SHBXCCS003	Greet and prepare clients for salon services
SHBHCLS001	Apply hair colour products

2ND YEAR UNITS OF COMPETENCY

SHBXIND001	Comply with organisational requirements within a personal service environment
SHBBMUP002	Design and apply make-up
SHBHDES002	Braid hair
SHBXCCS001	Conduct salon financial transactions
SHBXCCS004	Recommend products and services
SHBXIND002	Communicate as part of a team

CUA20215 & CUA31015

Certificate II in Creative Industries and Certificate III in Screen and Media



This VET Program is designed to provide students with the knowledge and skills needed to enter further education or employment in the multimedia, gaming and media industries.

COURSE AIMS

Students will develop skills and experience in a variety of areas including develop digital imaging skills, maintaining interactive content, creating 2D animations, writing content for a range of media as well as performing basic vision and sound editing.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two or more units at units 1 & 2 level and a units 3 & 4 sequence.

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

Where a student elects not to receive a study score for VCE VET Screen and Media, no contribution to the ATAR will be available.

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

POTENTIAL PATHWAYS

- Certificate IV in Multimedia
- Advanced Diploma of Interactive Media
- Bachelor of Multimedia
- Bachelor of Design (Multimedia Systems)

POTENTIAL OCCUPATIONS

- Graphic designer
- Website designer
- Media producer
- Publisher
- Photographer
- Screen printing
- Multimedia developer
- Games developer

ADDITIONAL REQUIREMENTS/ INFORMATION

There currently is no further information or requirements for this Program.

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation. More information will be provided at commencement of the Program.

NATIONAL OR STATE ACCREDITATION

National

REGISTERED TRAINING ORGANISATION

Australian Institute of Education & Training with Loreto College Ballarat

RTO CODE

121314

PROGRAM LOCATION

Loreto College
1600 Sturt Street, Ballarat

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.00pm
2nd year – Tuesday 1.45pm to 5.00pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$130
2nd year – \$130

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 80 hrs / 2 weeks minimum over total Program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a Certificate II in Creative Industries and a Certificate III in Screen and Media.

ENROLMENT TYPE

VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

CUAWHS302	Apply work health and safety practices
CUADIG202	Develop digital imaging skills
BSBCRT101	Apply critical thinking techniques
CUADIG201	Maintain interactive content
BSBCRT301	Develop and extend critical and creative thinking skills
CUAIND201	Develop and apply creative arts industry knowledge
CUAPOS201	Perform basic vision and sound editing
BSBWOR203	Work effectively with others
BSBDES202	Evaluate the nature of design in a specific industry context
BSBDES201	Follow a design process

2ND YEAR UNITS OF COMPETENCY

CUADIG304	Create visual design components
CUADIG302	Author interactive sequences
BSBDES302	Explore and apply the creative design process to 2D forms
CUAWRT301	Write content for a range of media
CUAANM301	Create 2D digital animations

SIS30115

Certificate III in Sport and Recreation

This VET Program provides a pathway to work in entry-level assistant coaching roles, working or volunteering at community based sports clubs and organisation in the Australian sport industry.

COURSE AIMS

Students who complete this training will be able to perform a defined and fundamental range of elementary coaching skills needed to engage participants in a specific sport, under the supervision of a senior coach.

CONTRIBUTION TO VCAL/VCE

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

VCE: Students who complete this Program may be eligible for recognition of two units at units 1 & 2 level.

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

Where a student elects not to receive a study score for VCE VET Sport and Recreation, no contribution to the ATAR will be available.

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

POTENTIAL PATHWAYS

- Traineeship
- Further Study

POTENTIAL OCCUPATIONS

- Coaching assistant
- Junior coach
- Sports trainer
- Sports coach

ADDITIONAL REQUIREMENTS/ INFORMATION

Prior to commencement of this Program students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation (LLN).

Students will also be required to participate in an interview prior to being accepted into the Program.

OCCUPATIONAL HEALTH & SAFETY

Students are required to wear protective footwear and other protective items as required under OH&S legislation.

More information will be provided at commencement of the Program.

Please Note: This Program has not been approved and its details have not been confirmed. We will update this booklet as soon as there is further information available.

NATIONAL OR STATE ACCREDITATION

National

REGISTERED TRAINING ORGANISATION

IVET with Woodman's Hill Secondary College

RTO CODE

40548

PROGRAM LOCATION

Woodman's Hill Secondary College
Fussell Street, Ballarat East, 3355

PROGRAM LENGTH

2 years

DAY AND TIME

1st year – Thursday 1.45pm to 5.00pm
2nd year – Tuesday 1.45pm to 5.00pm

PROGRAM MATERIAL COSTS (APPROXIMATE ONLY)

1st year – \$TBC
2nd year – \$TBC

STRUCTURED WORKPLACE LEARNING

Strongly recommended – 40 hrs / 1 week minimum over total Program

OUTCOMES

Satisfactory completion of this two year program entitles the student to a Certificate III in Sport and Recreation.

ENROLMENT TYPE

VE1

Commencement of Program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals.

1ST YEAR UNITS OF COMPETENCY

BSBWOR301	Organise personal work priorities and development
HLTAID003	Provide first aid
HLTWHS001	Participate in workplace health and safety
ICTWEB201	Use social media tools for collaboration and engagement
SISXCAI003	Conduct non-instructional sport, fitness or recreation sessions
SISXCCS001	Provide quality service
SISXEMR001	Respond to emergency situations

2ND YEAR UNITS OF COMPETENCY

SISXCAI004	Plan and conduct programs
SISXCAI006	Facilitate groups
SISXRES002	Educate user groups
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control
SISSSCO001	Conduct sport coaching with foundation level participants



VET Programs Guide

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