



VET Programs Guide 2024

Press... to start **your** future!



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What is VET?

VET is a short way of saying Vocational Educational and Training.

If we break it down: **Vocational = job/work** and **Education & Training = learning**

VET is about learning how to do a job/work (whilst at school)

WHILST AT SCHOOL, HOW DO I LEARN HOW TO DO A JOB (VET)?

You study a VET program to learn about the industry and how to do the job safely with other students from a variety/cluster of schools. Classes are during specific days/times during the school week. Some programs require several extra full day classes.

WHO KNOWS ABOUT VET AT MY SCHOOL?

Schools employ staff (sometimes teachers) who are VET Coordinators. They explain how studying VET can fit into your individual timetable and approve which program is suitable for each student.

WHO DO I LEARN VET FROM?

You learn from industry experts, who are qualified to teach adults in their industry and have a Working with Children Check. These experts (trainers) are employed by Training Providers called Registered Training Organisation (RTO). An example of an RTO is Federation TAFE. The RTO and trainer must follow all school rules/requirements as guided by the VET Cluster. Expect you may learn from many trainers when studying the one program.

In most cases, you learn in a realistic work-place. You are treated like an adult, so behavioural expectations are high.

CAN STUDYING VET REALLY HELP GET A JOB?

Yes it can. We know students who have gained employment because they studied VET. Also, VET programs are drawn from a national training package, so they are portable qualifications, and many are recognised throughout Australia.

WHERE ARE VET PROGRAMS DELIVERED?

Venues are explained in the following Program page descriptions. Students are expected to make their own way to and from their training venue. The location of classes may vary, so a timetable will be given to students ASAP. Excursions can be vital parts of many programs. Parents will be advised by the RTO of Excursion details.

Throughout this Program Guide we call the school the student is enrolled in, the **'home school'** because some programs are delivered at other schools.

Please note VCE-VET Programs are called 'VET Programs' in this Program Guide.

For further information and videos about VET and the HLLLEN VET Cluster, please refer to back pages of this Program Guide.



The VET Cluster is a collaboration between over thirty schools in the area and eight training providers. We work together to ensure students can study VET programs from industry specialists.

This year we are excited to offer One Year and Two Year VET Programs to students in the Ballarat and surrounding district.

We have an extra ten programs and hope to accommodate the talents and interests of many of our students as they start their working life, whilst at school.

Places in programs are limited, so please apply from Monday 31 July to increase your chances of getting into the program of your choice.

Sheree Chevalier

VET Cluster Partnership Manager

VET allows students to develop the skills that employers are looking for such as:

Accepting responsibility

Being organised

Asking questions

Solving problems

Teamwork

and getting the job done!



Choosing a VCE-VET program

REASONS FOR SELECTING A VCE-VET PROGRAM

Studying VET Programs is compulsory for VCE Vocational Major students and is optional for VCE students. Students apply for their VCE-VET Program for many additional reasons, including:

1. Employment – Aiming for full time employment or aiming for casual/part time employment, to supplement their income whilst continuing with further study
2. ATAR score – want to enhance their score and getting into a University program, (so they choose a Scored Program)
3. Enjoyment – Perhaps a creative program? Pursue a hobby? What makes you happy?
4. Other

RESEARCHING WHICH VET PROGRAM SUITS

Research suggestions include:

Read the following Program Guide pages and watch the suggested GET VET videos
Ask students who are already studying VET at your school
Talk to your guardian/parents and school staff
Try to follow your interests and not those of your friends – it is YOUR future.

QUESTIONS TO ASK YOURSELF WHEN CHOOSING A VET 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 VET Program work with my VCE studies?

HOME SCHOOL APPROVAL

Schools have their own 'subject selection' process, which students need to follow. Any applications to a VET Cluster program, require school approval.

SECOND PREFERENCE

Students are encouraged to decide on a program as a 'second preference' in case they cannot get into the first program of their choice.

PREFERRED PROGRAMS FOR CERTAIN YEAR LEVELS

Two year programs are preferred for VCE students (VM & VCE) Year 11 & Year 10 students because they have two or more years of secondary schooling left.

One year programs are preferred for VCE (VM & VCE) Year 12 students due to one year of schooling left. Year 10's are next preferred for one year programs because they can trial a VET program for a year, and then in Year 11, apply for a two year program.

Students enrolled in the Victorian Pathways Certificate are encouraged to apply for Certificate II programs, and their application may be subject to an interview.







UNIQUE STUDENT IDENTIFIER (USI)

All students require a Unique Student Identifier (USI) to study a VET Program. A USI is your individual education number for life. It also gives you an online record of your VET training undertaken in Australia.

It is quick and free to obtain. <https://www.usi.gov.au/students/get-a-usi>

You need to apply for your USI BEFORE you apply for a VET Cluster Program. NO USI, no program offer.

How to apply for a Program (Expression of Interest)

<p>1 COMMUNICATE WITH YOUR VET COORDINATOR</p>		<p>If you have any questions about VET, ask your VET Coordinator.</p> <p>Your application needs school approval. You need to inform your VET Coordinator of the program you want to do and get their approval.</p>
<p>2 APPLY FOR A UNIQUE STUDENT IDENTIFIER (USI) NUMBER</p>		<p>If you haven't got one, you need to apply for one. Go to www.usi.gov.au</p> <p><i>Tip: Use your personal email address, not your school address. The USI number stays with you for life.</i></p> <p>Write down your USI number here _____</p>
<p>3 READ ALL RELEVANT DOCUMENTS</p>		<p>With your parent/carer, go to https://www.highlandslen.org/vet-cluster/</p> <p>Read any relevant documentation, including the <i>Enrolment Information and Privacy Collection Notice</i> and <i>Informed Parental Carer Consent Form</i></p>
<p>4 FILL OUT YOUR EXPRESSION OF INTEREST (EOI)</p>		<p>On the same web page, locate 1st Year Applications and click on Apply Now</p> <p>You should see 'Submit Expression of Interest'</p> <p>Complete all details, including your <i>USI</i>.</p> <p>Ensure all areas are completed, including <i>Confidential Medical Information</i>.</p> <p>Write down your password here _____</p>
<p>5 GAIN PARENT CONSENT</p>		<p>Your parent/carer will need to provide a digital signature (typed) as a consent.</p> <p>Select the program you want (make sure you click on the program for 2023). If you have a program as a 2nd preference, type it in the Notes section, below the Programs/Class Schedules.</p>
<p>6 SUBMIT YOUR EXPRESSION OF INTEREST (EOI)</p>		<p>Click Submit.</p> <p><i>Note: Your EOI does not guarantee you a place in your chosen program.</i></p>

NEXT... CHECK YOUR EMAILS

The VET Cluster reviews each EOI, following VET Cluster Protocol.

If your EOI is successful, you will receive an email offering you a place.

You/your guardian/parents **must accept the offer within seven days**, by responding to the link in the email. If this is not done, you may lose your place.

Programs are subject to student numbers. Low numbers can result in a program not running. High numbers can result in several classes running, when timetabling, venues and staffing permit.



YOU CHECK YOUR EMAIL, AND WERE OFFERED A PLACE

Congratulations, make sure you accept or decline the offer within 7 days, as advised in the email.

FURTHER ACTION REQUIRED

The VET Cluster placement offer may be conditional. The Training Provider/RTO will contact you via email to explain if further action is required. For example, some programs may require you to attend an **interview** before you are officially enrolled into the program. Prior to commencement of Programs, the training provider/RTO may email students to complete a Language, Literacy and Numeracy evaluation (**LLN**) and undertake a pre-training review. You may be asked to do this **BEFORE** you can be formally accepted into the program. You will be advised if this is the case. The Training Provider/RTO will ask you to complete their enrolment requirements if you are successful. The RTO has the final say for you to be enrolled in a program and will invite you to an induction and opportunity to meet your trainer/s.

Note: Some programs may require interviews/LLN's completed, early September, 2023.

YOU HAVE RECEIVED NO EMAILS FROM THE VET CLUSTER

After 14 days, if you have received no emails from the VET Cluster, you may not have been successful in getting into the program of your choice.

POSSIBLE REASONS FOR NOT GETTING INTO THE PROGRAM OF YOUR CHOICE

You may have applied too late or there simply may be too many students apply, and spaces in programs are limited. You may have provided an incomplete email address.

WHAT TO DO WHEN YOU CAN NOT GET INTO THE PROGRAM OF YOUR CHOICE

Speak to your guardian/parents and school VET Coordinator. Your VET Coordinator can tell you if you are on a Waitlist, which means there is no guarantee you will get into the program. You may prefer to ask your VET Coordinator for your second preference to be actioned. If so, check your emails frequently as you may get a program offer.



Important dates

MONDAY 31 JULY 2023

Applications open for 2024 via an Expression of Interest (EOI) application from 9am.

MONDAY 14 AUGUST 2023

11.59pm – First round cut- off date/ time*

TUESDAY 15 AUGUST 2023

From 9am to Friday 18 August 5pm, students and parents will receive an emailed offer of a place in the program.

Parents have seven days to accept the offer (via the Database) from date of offer. If acceptance is not received within the time frame, the offer will be withdrawn.

MONDAY 28 AUGUST 2023

Second round offers will be generated as required. Parents have seven days to accept the offer, via return email.

**Students are encouraged to complete an Expression of Interest after Monday 14 August so they can be considered for Second Round place offerings from Monday 28 August, 2023.*



General Information

Some programs offer full completion and others partial completion.

FULL CERTIFICATE COMPLETIONS

If all work is submitted and marked as satisfactory, the student is competent and will receive a Certificate from the Training Provider/RTO. In addition, the student will receive a Statement of Attainment from the Training Provider, which is a list of the Units of Competency the student has satisfactorily completed. If a student does not complete all Units in a Full Certificate Program, they will receive a Statement of Attainment.

PARTIAL CERTIFICATE COMPLETION

Some Programs can only be offered as partial completions because there is not enough time to learn all of the units whilst a student is still enrolled in a secondary school setting. Students receive a Statement of Attainment from the Training Provider, which is a list of the Units of Competency the student has satisfactorily completed.

SCORED ASSESSMENT

Scored Assessment (i.e. course assessed work, a final exam and study score) is available for some VET Programs including:

Business, Health, Community Services, Dance, Engineering, Equine, Furniture Making, Hospitality, Information Technology, Kitchen Operations, Screen and Media and Music (Sound Production). Contact your school for more information.

SUBJECT TO SCOPE

This means the Training Provider/RTO is waiting to get final permission/registration to deliver the program from ASQA, which is the Australian Skills Quality Authority.

VET CLASS INFORMATION

VET classes are longer than most schools' timetabled classes. Please see the Program Page for times. For most classes in First Year you learn about Health and Safety, industry theory and do some practical work. It is vital you pass the Health and Safety unit. Everyone has the right to feel SAFE in their workplace. In Second Year it is often more practical and less theory. You have to LEARN to do the task BEFORE you can do the task safely. Classes generally have a 15 minute break.

TIPS ON HOW TO COPE IN CLASS:

- Follow your VET Program Teachers instructions
- Check your phone during your break
- Bring food and drink to consume during the break
- Bring pen, paper and possibly a laptop to class
- Do all of your work and submit it by the due date.

TIP:

Treat the class like a long job interview. Your VET Program Teacher may agree to be a reference contact for your Resume.

How you can achieve success

VET Certificates and statement of attainments can be achieved when the student attends class and completes all work within the timeframe given by the VET Program Teacher.

ASSESSMENT

- There are many Units of Competency (subjects) that make up a qualification that students will be assessed against
- It is the students' responsibility that all assessments are submitted within a timely matter and by the due date
- All assessment tasks must be completed by the student.

ATTENDANCE

The number of hours a student attends class is vital for success when studying VET Programs. Students must notify both their home school and their VET Program teacher of an absence before the class starts and organise how they will catch up on missed learning.

If a student does not attend class, they may be deemed At Risk of Failing (AROF) and the VET Program Teacher will notify the Home School.

Students are expected to attend scheduled VET classes even when their home school may have student free days or day long sporting events. If students are absent due to a school camp, they need to contact their VET Program Teacher and arrange how they can catch up on missed learning.

If students are absent from class, the Program Teacher selects 'Absent' on the Database, which automatically generates an informative email to guardians/parents and the school VET Coordinator.

GETTING TO CLASS

Students are expected to make their own way to and from their VET classes. Check with your home school for suggestions.

STUDY TIME

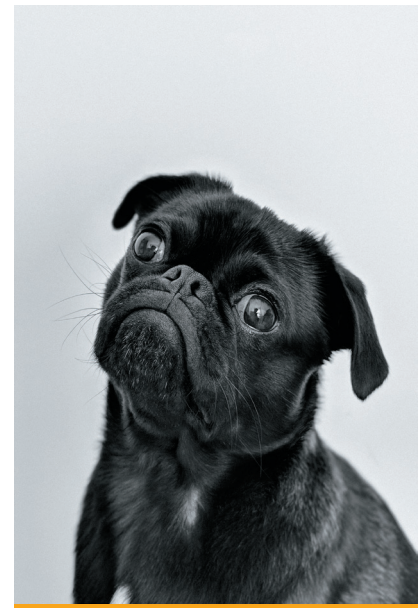
Most participating schools assign 'catch up' study time to Year 11 and 12 students undertaking a VET Program. Students can check with their home school for details. An extra two hours of weekly study time may be required to complete assessments.

EXCURSIONS

For VET, many assessments need to be completed in a different setting to gain industry knowledge and competence. Many programs require students to attend excursions, so they can learn and be assessed. Training Providers will advise parents of all details before the excursion takes place.

AT RISK OF FAILING (AROF)

A student may be AROF when they fail to follow VET Cluster guidelines for students, as outlined in the Program Guide. These include low attendance (missed two/three classes), not following teacher instructions or OH&S practices. Students may not have submitted work or they have been assessed as not yet competent. Please refer to the back of this Program Guide.



Behaviour

Attitude and behaviour is to be of the highest standard while attending VET class, travelling to and from VET class, and during break times.

It is a requirement that all students abide by the VET Program Teacher's rules, the rules of the VET delivery venue and home schools' expectations.

This includes meeting occupational health and safety requirements in and out of the classroom.

Students are not permitted to leave their VET site for the duration of the VET class. This includes classes held during the school holidays or on student free days.

Students are to take along drinks/snacks for consumption during break time.



Active Volunteering (Events Focus)



CHC24015 CERTIFICATE II IN ACTIVE VOLUNTEERING

What it is

This one year program is for students who want to learn about being involved in events. Volunteering can be a huge part of event success and can be extremely rewarding.

In this program, students develop their interpersonal skills and learn how to communicate with people from all different backgrounds. The program also covers safety and wellbeing, problem solving, sharing information and basic administration. Classes take place under direct, regular supervision within clearly defined guidelines.

Community connections are encouraged and twenty hours of voluntary work may be requested for this program.

Note: Organisations may require volunteers to undergo relevant background checks.

What you learn

You learn from the following subjects (Units of Competency):

- ✓ Assist with the staging of public activities or events CUAEVP211
- ✓ Be an effective volunteer CHCVOL001
- ✓ Work with diverse people CHCDIV001
- ✓ Participate in workplace health and safety HLTWHS001
- ✓ Communicate in the workplace BSBCMM201
- ✓ Interact effectively with others FSKOCM01
- ✓ Advise on products and services SIRXPK001

Who you learn from

YOUR INDUSTRY EXPERT

Melbourne City Institute of Education
RTO Code 22172

WHERE YOU LEARN

MCIE Ballarat
Level 1, 327 Sturt Street, Ballarat

WHEN

Thursday 1.45pm to 5.00pm
Class size: 16 to 22 students



Volunteering and
helping others
can make you
feel great!

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition:

1. Statement of Attainment
(List of Units of Competency successfully completed)
2. Certificate II in Active Volunteering (once all units satisfactorily completed)

Your possible career/pathway

Students will develop key foundation skills that are critical to a range of employment opportunities.

Learn more

Certificate III in Community Services CHC32015, Certificate IV and Diploma level Higher Education at University

Employment

Volunteering can provide pathways to many area of employment in a variety of industries.

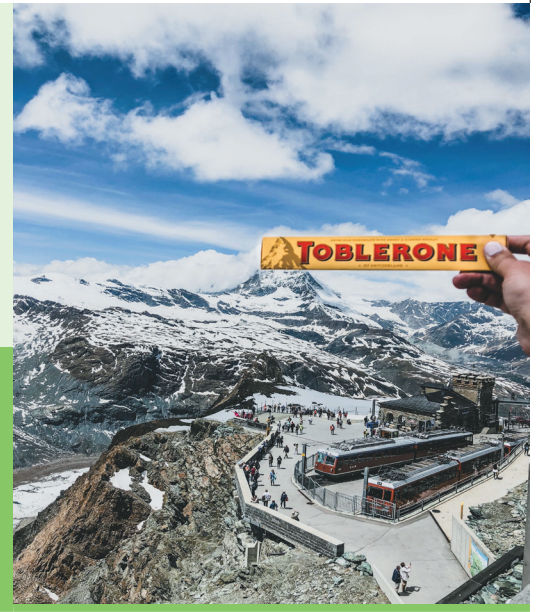


Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



PARTIAL CERTIFICATE III

Business (Marketing Focus)



BSB30120 CERTIFICATE III IN BUSINESS

What it is

This new VET Cluster program gives students a taste of what it is like to work in a business. The focus of this one year program will be on marketing. Students will learn the skills and knowledge required to prepare, coordinate and review basic marketing activities.

Students will identify marketing opportunities and support the implementation of marketing/promotional activities, and communicate the details. Students will analyse and evaluate opportunities according to organisational marketing objectives.

Note: This one year program will suit Year 12 students or Year 10 students.

What you learn

You learn from the following subjects (Units of Competency):

- ✓ Support marketing and promotional activities SIRXMKT001
- ✓ Undertake marketing activities BSBMKG433
- ✓ Assess marketing opportunities BSBMKG431
- ✓ Use social media to engage customers SIRXMKT002
- ✓ Assist with maintaining workplace safety BSBWHS311
- ✓ Engage in workplace communication BSBXCM301
- ✓ Support personal wellbeing in the workplace BSBPEF201

Who you learn from

YOUR INDUSTRY EXPERT

BGT Jobs and Training
RTO Code 3683

WHERE YOU LEARN

BGT Jobs and Training
Barkly Square,
25-39 Barkly Street, Ballarat

WHEN

Thursday 1.45pm to 5.00pm
Class size: 16 to 25 students

bgt.org.au
JOBS + TRAINING

Marketing is the activity of presenting, advertising and selling a company's products or services in the best possible way'

OXFORD DICTIONARY

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition

Statement of Attainment (List of the Units of Competency which have been successfully completed).

Your possible career/pathway

BGT Jobs and training has strong connections within the Ballarat region, as the region's largest employer of trainees and apprentices. BGT have the ability to support learners complete the qualification or to support students into a traineeship.

Learn more

Certificate IV in Business BSB40120, Certificate IV in Leadership and management BSB40520, Diploma of Business BSB50120

Business Traineeship

Employment

Job roles are varied and can include working in a variety of marketing and communications roles. Roles may include Marketing Assistant, Administrative Support, Receptionist, Sales, Public Relations.

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/2YUct8m>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



Engineering



MEM20105 CERTIFICATE II IN ENGINEERING

What it is

A Friday morning class designed to give students an introduction to Engineering. Students learn at the fully equipped Industry Skills Centre, where they have hands on experience, for one year of learning.

A range of projects is completed to ensure that students gain both theoretical and practical knowledge upon completion of units.

Note: Suitable for Year 12 and Year 10 students

What you learn

You learn from the following subjects (Units of Competency):

- ✓ Apply principles of occupational health and safety in the work environment MEM13014A
- ✓ Perform engineering measurements MEM10123A
- ✓ Perform computations MEM12024A
- ✓ Plan to undertake a routine task MEM14004A
- ✓ Apply quality systems MEM15002A
- ✓ Apply quality procedures MEM15024A
- ✓ Work with others in a manufacturing, engineering or related environment MEM16007A
- ✓ Use hand tools MEM18001C
- ✓ Use power tools/hand held operations MEM18002B
- ✓ Perform routine gas metal arc welding MEM05050B
- ✓ Carry out mechanical cutting MEM05005B

Who you learn from

YOUR INDUSTRY EXPERT

BGT Jobs and Training
RTO Code 3683

WHERE YOU LEARN

BGT Jobs and Training
Barkly Square,
25-39 Barkly Street, Ballarat
Industry Skills Centre (ISC)

WHEN

Friday 9.00am to 12.00 pm
Class size: 15 to 20 students



JOBS + TRAINING

“There’s nothing I believe in more strongly than getting young people interested in science and engineering, for a better tomorrow, for all humankind.”

BILL NYE

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition

Statement of Attainment (List of the Units of Competency which have been successfully completed).

Your possible career/pathway

In recent years all students who completed their Certificate II in Engineering all gained apprenticeships to continue onto their Certificate III in Engineering (Fabrication Trade).

Learn more

Complete Certificate II in Engineering MEM20105

Certificate III in Engineering (Fabrication Trade) MEM30319

Diploma of Engineering

Apprenticeships

Employment

Job roles related to this qualification include:

Manufacturing engineer, Fitter and machinist, Sheet metal worker, Production welder, Fabricator (light and heavy)

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing

<https://bit.ly/2BmFAgS>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



PARTIAL CERTIFICATE II

Health Support Services



HLT23221 CERTIFICATE II IN HEALTH SUPPORT SERVICES

What it is

This one year program provides an overview for students who want to support patients in a hospital or medical setting.

Students will learn how they can provide support for the effective functioning of our health services. Students will complete tasks, under supervision, involving known routines and procedures, in collaboration with others in a team environment.

Students learn in the simulated practice environment (Nursing Laboratory) with: manikins for simulated learning, lifting and mobility devices, hospital furniture including beds/food trolleys, food handling equipment and hand washing facilities.

Students will learn how to work with respect and empathy when providing important help across areas of food service, bed maintenance, infection control and clinical cleaning.

What you learn

You learn from the following subjects (Units of Competency):

- ✓ Communicate and work in health or community services CHCCOM005
- ✓ Work with diverse people CHCDIV001
- ✓ Prepare and maintain beds CHCCCS012
- ✓ Provide ward or unit-based food preparation and distribution services HLTFS002
- ✓ Handle and move equipment, goods, and mail HLTHSS004
- ✓ Apply basic principles and practices of infection prevention and control HLTINF006
- ✓ Participate in workplace health and safety HLTWHS001

This program is subject to going on scope (refer to Page 6 of this Program Guide).

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Federation TAFE
Mt Helen Campus, University
Drive, Ballarat
Practical simulation labs for
students to demonstrate skills and
knowledge.

WHEN

Thursday 1.45pm to 5.00pm.
Class size: 12 to 25 students



**We need
more health
care support
workers**

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition

Statement of Attainment (List of Units of Competency successfully completed).

Your possible career/pathway

Health Workforce Australia predicts that the workforce will face severe shortages by the year 2025. There is the need to ensure skilled health workers are available for regional and rural hospitals and Federation TAFE can provide this through the partial Certificate II program.

With the facilities and partnerships within local regions, students can develop their skills and knowledge through further study in a classroom or in a traineeship model with Grampians Health guaranteeing employment outcomes.



Learn more

Complete HLT23221 Certificate II in Health Support Services, Certificate III or IV in Allied Health, CHC33015 Certificate III in Individual Support, Diploma of Nursing.

Employment

Possible job titles include: Kitchenhand, Admissions Clerk (Health Services), Ward Assistant, Laundry Operator, Food Service Worker, Hospital Cleaner, Client Assistant, Kitchen Attendant, Health Support Services Worker, Caretaker, Ward Clerk, Nurse's Aide, Orderly, Health Services Assistant, Food Services Deliverer, Food Service Assistant, Stores Assistant, Housekeeping Attendant.



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



2 X PARTIAL CERTIFICATE II

Hospitality & Cookery



SIT20322 & SIT20421 CERTIFICATE II IN HOSPITALITY & CERTIFICATE II IN COOKERY (PARTIAL)

What it is

This program is for a full day on a Friday.

It is suitable for Year 12 and Year 10 students.

Working out of Prospects Restaurant, students will develop hospitality skills in 'back of house' which is preparing food or 'front of house', serving customers. Students prepare food in the commercial kitchen and also present their dish to customers, in the restaurant.

Students learn how to make espresso coffee, provide responsible service of alcohol and serve non-alcoholic beverages. These skills are highly sought after in the hospitality industry.

What you learn

You learn from the following subjects (Units of Competency):

- ✓ Provide responsible service of alcohol SITHFAB021
- ✓ Prepare and serve non-alcoholic beverages SITHFAB024
- ✓ Prepare and serve espresso coffee SITHFAB025
- ✓ Use hygienic practices for food safety SITXFSA005
- ✓ Participate in safe work practices SITXWHS005
- ✓ Use food preparation equipment SITHCCC023
- ✓ Prepare dishes using basic methods of cookery SITHCCC027
- ✓ Provide service to customers SITXCCS014
- ✓ Prepare and present simple dishes SITHCCC024

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Federation TAFE
SMB Campus, Ballarat
Prospects Restaurant

WHEN

Friday 9.00am to 2.30pm

Class size: 12 to 20 students



ALL DAY PROGRAM

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition

Statement of Attainment (List of Units of Competency successfully completed)

Your possible career/pathway

This program will also provide students with tangible skills for in demand entry level hospitality roles.

Year 12 students, who are going onto further education, and are after casual employment in the hospitality industry to supplement their income, will find this program invaluable.



Learn more

Certificate II in Hospitality SIT20322 (completion)

Certificate II in Cookery SIT20421 (completion)

Certificate III in Commercial Cookery (apprenticeship) SIT30821

Certificate III in Hospitality (traineeship) SIT30622

Employment

Possible job titles include: Breakfast cook, Catering assistant, Sandwich Artist, Bar attendant, Cafe attendant



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



Outdoor Recreation



SIS20419 CERTIFICATE II IN OUTDOOR RECREATION

What it is

This is a hands-on, action-packed active course that involves several activities indoors, but mainly outdoors. All levels of student fitness are welcome and accommodated for.

Due to the many excursions and outside environments required to assess students, this program is delivered for a full day on a Thursday during the school week.

This program provides students with the skills and knowledge to be competent in performing core skills in outdoor recreation environments and assisting with the conduct of a range of outdoor activities. Students are taught essential technical and facilitation skills under the direct supervision and guidance of experienced leaders.

The Outdoor Recreation industry was recently placed on the skills shortage list. Federation TAFE has addressed this need and opens up this program to VET Cluster students. Federation TAFE have successfully completed a risk assessment for all planned activities.

What you learn

You learn from the following subjects (Units of Competency):

- ✓ Assist in conducting outdoor recreation sessions SISOFD001
- ✓ Top rope climb single pitches, artificial surfaces SISOCLM001
- ✓ Bushwalk in tracked environments SISOBWG001
- ✓ Surf small waves using basic manoeuvres SISOSRF001
- ✓ Ride bicycles on roads and pathways, easy conditions SISOCYT002
- ✓ Set up, maintain and repair bicycles SISOCYT001
- ✓ Work in a team PUATEA001
- ✓ Participate in workplace health and safety HLTWHS001
- ✓ Minimise environmental impact SISOFD002

Subject to going on scope (refer to Page 6 of this Program Guide)

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Federation University, SMB Campus and a variety of other recreational locations.

During some days, classes may be conducted at the Federation University Health, Sports and Aquatic Centre in Mount Helen.

WHEN

Thursday 9.00am to 3.00pm (exact times to be confirmed)

Class size: 12 to 20 students



Full Days of
learning with many
excursions

All levels of student
fitness welcome

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition

Statement of Attainment (List of the Units of Competency which have been successfully completed).

Your possible career/pathway

Students will learn skills to support them to work in outdoor and indoor recreation environments, adventure learning centres or camps. The combined skills and knowledge provided by this qualification do not include leadership experience, so further training is recommended.

Learn more

Complete SIS20419 Certificate II in Outdoor Recreation, SIS30619 Certificate III in Outdoor Leadership, SIS40621 Certificate IV in Outdoor Leadership, SIS50421 Diploma of Outdoor Leadership, Bachelor of Outdoor and Environmental Education

Employment

Students can seek work for any type of organisation that delivers outdoor recreation activities including commercial, not-for-profit and government organisations. Possible job titles include: YMCA assistant, Outdoor activity assistant, Pool assistant, Camp/recreation assistant



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



Agriculture



AHC20116 CERTIFICATE II IN AGRICULTURE

What it is

Students who are keen on farming are attracted to this program. Students learn basic agricultural/farming concepts.

This qualification enables students to select a livestock production or cropping context as a job focus or, in the case of mixed farming enterprises, both.

Students do routine tasks under direct supervision. Even though they work a lot with others, they are accountable for their own work.

Note: Students may be interviewed before final acceptance into this program.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Participate in work health and safety processes AHCWHS201
- ✓ Operate tractors AHCMOM202
- ✓ Assist with soil or growing sampling and testing AHCSOL202
- ✓ Handle livestock using basic techniques AHCLSK205
- ✓ Carry out regular livestock observations AHCLSK204
- ✓ Care for health and welfare of livestock AHCLSK202

SECOND YEAR

- ✓ Install, maintain and repair fencing AHCINF202
- ✓ Side by sides AHCMOM216
- ✓ Work effectively in industry AHCWRK204
- ✓ Operate basic machinery and equipment AHCMOM203
- ✓ Assist agricultural crop establishment AHCBAC201

Certificate code AHC20116 will be superseded in January 2024 and replaced with AHC20122, subject to scope (refer to Page 6 of this Program Guide).

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Mt Rowan Campus
Rosehill Road, Mt Rowan

WHEN

1st Year

Thursday 1.00pm to 4.00pm

Class size: 16 to 20 students

2nd Year

Tuesday 1.00pm to 4.00pm

5 full day deliveries throughout the year for both 1st and 2nd year classes.



A popular program
with many
excursions

Limited program
places

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition

Statement of Attainment (List of the Units of Competency which have been successfully completed).

Learn more

Certificate III in Agriculture AHC30122

Certificate IV in Agriculture AHC401122

Diploma of Agriculture

Employment

Job roles vary across different industry sectors and may include:

Assistant animal attendant or stock person, Assistant farm or station hand, Assistant farm or station worker and Assistant farm or station labourer. Agriculture Apprenticeship and jobs within the rural services & rural merchandise sectors.

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/318a5Cr>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



Allied Health Assistance



HLT33201 CERTIFICATE III IN ALLIED HEALTH ASSISTANCE

What it is

This program provides students with the knowledge and skills that will enhance their employment prospects in the Health industry.

This qualification reflects the role of Allied Health Assistants who support allied health professionals under predetermined guidelines. Depending on the setting, work may include following treatment plans for therapeutic interventions and/or conducting programs under the regular direct, indirect or remote supervision of an allied health professional.

Note: An interview and LLN testing is a requirement for this program.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Communicate and work in health or community services CHCCOM005
- ✓ Participate in workplace health and safety HLTWHS001
- ✓ Apply basic principles and practices of infection prevention and control HLTINF006
- ✓ Organise personal work priorities BSBPEF301
- ✓ Provide First Aid HLTAID011
- ✓ Assist with movement CHCCS002
- ✓ Maintain a high standard of service CHCCS010
- ✓ Respond effectively to behaviours of concern CHCCS020

SECOND YEAR

- ✓ Interpret and apply medical terminology appropriately BSBMED301
- ✓ Recognize healthy body systems HLTAAP001
- ✓ Take clinical measurements HLTHPS001 or Manage Telehealth Technology HLTADM009

Who you learn from

YOUR INDUSTRY EXPERT

Melbourne City Institute of Education
RTO Code 22172

WHERE YOU LEARN

MCIE Ballarat
Level 1, 327 Sturt Street, Ballarat

WHEN

1st Year

Thursday 1.45 pm to 5.00 pm

Class size: 16 to 25 students

2nd Year

Tuesday 1.45 pm to 5.00 pm



'I like how I'm learning about the rules of being a nurse and WHS'

Response from 2023 VET Cluster student survey

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. This program is a scored assessment. Check with your school for more details.

Workplace recognition:

Statement of Attainment (List of the Units of Competency which have been successfully completed).

Your possible career/pathway

Completion of a Certificate III in Allied Health Assistance allows graduates to work in a Health setting such as hospitals, aged care facilities, rehabilitation clinics and community health centre settings.

Learn more

Certificate IV in Allied Health Assistance HLT43015

Certificate IV in Operating Theatre Technical Support HLT47515

Diploma of Nursing HLT54115

Advanced Diploma of Nursing HLT64115

Employment

Completion of a Certificate III in Allied Health Assistance allows graduates to work in an Allied Health setting as a: Therapy Assistant, Podiatry Assistant, Physiotherapy Assistant, Speech Pathology Assistant, Occupational Therapy Assistant, Allied Health Assistant

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/3fBC6WF>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



Animal Care



ACM20121 CERTIFICATE II IN ANIMAL CARE

What it is

This qualification describes the skills and knowledge for entry level and support roles in the animal care and management industry, where workers provide care for animals in workplaces such as animal shelters, boarding/day care facilities, sanctuaries and veterinary clinics.

The work activities are routine, performed under supervision and within clearly defined guidelines.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Participate in workplace health & safety processes ACMWHS201
- ✓ Feed and water animals ACMGEN203
- ✓ Work in the animal care industry ACMGEN201
- ✓ Complete animal care hygiene routines ACMGEN202
- ✓ Participate in environmentally sustainable work practices ACMSUS201
- ✓ Apply communication skills BSBCMM211

SECOND YEAR

- ✓ Assist in health care of animals ACMGEN204
- ✓ Deliver a service to customers BSBOPS203
- ✓ Source and provide information for animal care needs ACMGEN205
- ✓ Provide basic animal first aid ACMGEN309
- ✓ Provide general care of mammals ACMSPE320
- ✓ Provide general care of non-venomous reptiles ACMSPE321

Who you learn from

YOUR INDUSTRY EXPERT

Foundation Learning Centre Inc.
RTO Code 3977 (Subject to change)

WHERE YOU LEARN

Melbourne City Institute of Education (MCIE) RTO Code 22172
Level 1, 327 Sturt Street, Ballarat.
Animal Care venue to be advised

WHEN

1st Year

Thursday 1.45pm to 5.00pm

Class size: 18 to 22 students

2nd Year

Tuesday 1.45pm to 5.00pm

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition

1. ACM20121 Certificate II in Animal Care (once all units satisfactorily completed)
2. Statement of Attainment (List of the Units of Competency which have been successfully completed)

Your possible career/pathway

Upon completion of the qualification, students will be prepared for entry-level employment in veterinary clinics, animal shelters, pet shops, companion animal services, or animal training services. The course is a pathway to further study including a veterinary nursing career.

Learn more

Certificate III in Animal Studies ACM30117, Certificate III in Companion Animal Services ACM30417, Certificate IV in Animal Behaviour and Training ACM40321, Certificate IV in Veterinary Nursing ACM40418, Diploma of Animal Technology ACM50119

Employment

Possible career outcomes on completion are: Animal shelter assistant, Pet shop assistant, Animal service provider, Kennel attendant, Assistant dog groomer

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/2ASe3En>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



Applied Fashion Design



MST20616 CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY

What it is

This program aims to provide students with the knowledge, skills, and competency that will enhance their training and employment prospects in the fashion design and textile production industry.

This program provides an introductory overview of skills that can be applied in the fashion industry. It includes skills in design and production of garments and textiles and the development of unique fashion and textile designs used in Indigenous Australian culture. This qualification is designed to be applied in a highly supervised context.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Participate in environmentally sustainable work practices MSMENV272
- ✓ Work safely MSMWHS200
- ✓ Apply quality standards MSS402051
- ✓ Draw and interpret a basic sketch MSTCL2011
- ✓ Modify patterns to create basic styles MSTCL2010
- ✓ Sew components, complex tasks MSTCL2019
- ✓ Identify design process for fashion designs MSTFD2005
- ✓ Use a sewing machine for fashion design MSTFD2006

SECOND YEAR

- ✓ Identify fibres, fabrics and textiles used in the TCF industry MSTGN2013
- ✓ Operate computing technology in a TCF workplace MSTGN2014
- ✓ Perform test or inspection to check product quality MSTGN2020
- ✓ Design and produce a simple garment MSTFD2001

Note: TCF refers to textile, clothing and footwear

Who you learn from

YOUR INDUSTRY EXPERT

Box Hill Institute
RTO Code 4687

WHERE YOU LEARN

Ballarat Christian College
(Trade Training Centre),
111A Yarrowee Street,
Sebastopol

WHEN

1st Year

Thursday 1.45 pm to 5.00 pm

Class size: 6 to 15 students

2nd Year

Tuesday 1.45 pm to 5.00 pm



‘The teacher is really engaging and lovely, makes the class enjoyable’

Response from 2023 1st Year VET Cluster student survey

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition

1. Certificate II in Applied Fashion Design and Technology (once all units satisfactorily completed)
2. Statement of Attainment
(List of the Units of Competency which have been successfully completed)

Learn more

Samples of Programs include:

Certificate III in Applied Fashion Design and Technology MST30819,

Certificate IV in Clothing Production MST40219, Diploma of Applied Fashion Design and Merchandising MST50116, Bachelor of Fashion Design, Bachelor of Design

Employment

Job roles related to this qualification include Fashion design assistant, Production Assistant, Merchandising Assistant, Clothing Technician, Designer, Fashion Stylist.

What the program looks/sounds like

For more information and to watch a **Get VET** video of a student explaining the program, <https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/Pages/appliedfashion.aspx>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



Automotive



AUR20720 CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION

What it is

Students who love cars and engines are attracted to this program.

Students learn tasks which relate to identifying and inspecting mechanical and electrical components and systems of light vehicles, heavy vehicles, outdoor power equipment, bicycles, marine craft and motorcycles.

This program also covers the skills and knowledge required to perform minor maintenance and repair of an automotive vehicle body.

This prepares students so they can be apprenticeship ready.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Follow safe working practices in an automotive workplace AURASA102
- ✓ Use and maintain tools and equipment in an automotive workplace AURTTK102
- ✓ Carry out basic vehicle servicing operations AURTTA127
- ✓ Identify automotive mechanical systems and components AURLTA101
- ✓ Remove & replace vehicle front suspension springs AURTTD006
- ✓ Follow environmental & basic sustainability best practice in an automotive workplace AURAEA002
- ✓ Identify automotive electrical systems and components AURETR103

SECOND YEAR

- ✓ Resolve routine problems in an automotive workplace AURAF104
- ✓ Communicate effectively in an automotive workplace AURAF103
- ✓ Dismantle and assemble multi-cylinder four-stroke petrol engines AURTTE008
- ✓ Dismantle and assemble single cylinder four-stroke petrol engines AURTTE007
- ✓ Remove and replace steering assemblies AURTTD007
- ✓ Set up and use welding equipment AURVTW0101

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Federation TAFE
Automotive workshop, Building I,
Grant Street SMB Campus

WHEN

1st Year

Thursday 1.45pm to 5.00pm

Class size: 12 to 15 students

2nd Year

Tuesday 1.45pm to 5.00pm

4 Full day deliveries for both 1st and 2nd year classes during the year for practical assessments.



In the 2023 1st Year Student Survey, students gave this program an overall approval rating of 92% ...WOW!

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition

1. Certificate II in Automotive Vocational Preparation (once all units are satisfactorily completed).
2. Statement of Attainment (List of the Units of Competency which have been successfully completed)

Your possible career/pathway

Students completing this program and wishing to enter an apprenticeship have experienced a high success rate of 80%.

Learn more

Certificate III in Light Vehicle Mechanical Technology AUR30620, Certificate III in Heavy Commercial Vehicle Mechanical Technology AUR31120, Certificate IV in Automotive Mechanical Diagnosis AUR40216, Certificate IV in Automotive Electrical Technology AUR40620, Certificate IV in Motor Sport Technology AUR40320, Diploma of Automotive Management AUR50116, Diploma of Automotive Technology AUR50216.

Employment

Job roles related to this qualification include: Trades assistant, Vehicle service assistant, Automotive service assistant, Trainee service person, Automotive trainee.

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/Pages/automotive.aspx>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



Building and Construction (Carpentry)



22614VIC CERTIFICATE II IN BUILDING & CONSTRUCTION (CARPENTRY STREAM)

What it is

This program aims to provide learners with basic industry specific skills and knowledge to enable transition into an apprenticeship within the building and construction industries at the Certificate III level.

This pre-apprenticeship course consists of a core of common cross sector units of competency that provide skills and knowledge in applying basic levelling procedures, carrying out basic measurements and calculations, communicating in the workplace, erecting and safely using working platforms, interpreting basic plans and drawings, preparing and applying for work in the construction industry, working effectively and sustainably in the construction industry and workplace safety practices onsite.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

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

SECOND YEAR

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

This program is transitioning to a new qualification and is subject to going on scope (refer to Page 6 of this Program Guide).

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Federation TAFE
Building & Construction Training
Centre, (SMB Campus),
Grant Street, Ballarat

WHEN

1st Year

Thursday 1.45pm to 5.00pm

Class size: 12 to 16 students

2nd Year

Tuesday 1.45pm to 5.00pm
and one full day for 1st Year for CI
Card



Learn from
registered builders

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition

Statement of Attainment (List of the Units of Competency which have been successfully completed).

Your possible career/pathway

Many graduates of the Certificate II Programs gain employment as apprentices within their chosen industry. As an apprentice, students undertake a relevant Certificate III course and real life on the job training with an employer. Many Certificate III graduates go on into further training including Certificate IV, Diploma and Degree level qualifications.

Learn more

Examples include: Certificate III in Cabinet Making MSF31113, Certificate III in Carpentry CPC30220, Certificate IV in Building and Construction CPC40120, Diploma of Building and Construction CPC50210

Employment

Job roles related to this qualification include: Carpenter, Building site manager, Foreman, Building inspector.

Many students start up their own businesses and complete the cycle by becoming employers themselves.

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/37IN8H4>

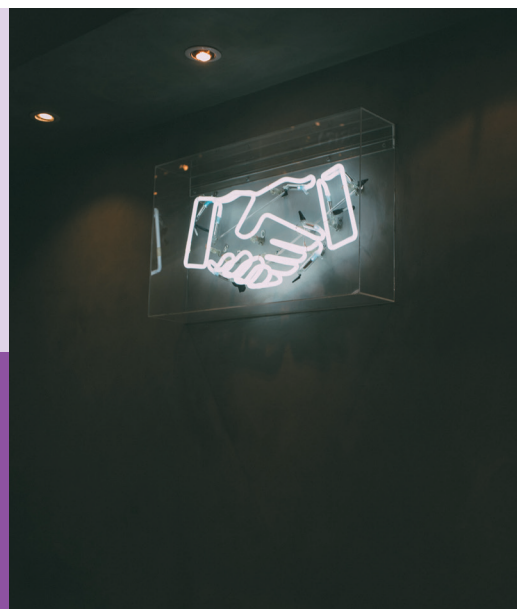


Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



FULL CERTIFICATE III (SCORED PROGRAM)

Business (Customer Engagement)



BSB30120 CERTIFICATE III IN BUSINESS (CUSTOMER ENGAGEMENT)

What it is

This program teaches students HOW to work in a business, which is relevant to the 'real world.'

This program specialises in working with customers and clients in a variety of industries. Students will learn a broad range of competencies, such as using higher order thinking skills including using discretion, judgment and relevant theoretical knowledge.

Note: This program is a perfect choice if you are also studying VCE Business Management, which teaches students the theory on how a business operates.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Assist with maintaining workplace safety BSBWHS311
- ✓ Engage in workplace communication BSBXCM301
- ✓ Support personal wellbeing in the workplace BSBPEF201
- ✓ Use social media and online tools SIRXOSM003
- ✓ Organise personal work priorities BSBPEF301
- ✓ Assist with customer difficulties SIRXCEG002

SECOND YEAR

- ✓ Write simple documents BSBWRT311
- ✓ Use digital technologies to communicate in a work environment BSBTEC202
- ✓ Use inclusive work practices BSBTWK301
- ✓ Deliver and monitor a service to customers BSBOPS304
- ✓ Process customer complaints BSBOPS305
- ✓ Participate in sustainable work practices BSBSUS211
- ✓ Apply Critical thinking skills in a team environment BSBCRT311

Who you learn from

YOUR INDUSTRY EXPERT

BGT Jobs and Training
RTO Code 3683

WHERE YOU LEARN

BGT Jobs and Training
Barkly Square, 25-39 Barkly Street,
Ballarat

WHEN

1st Year

Thursday 10.00am to 1.30pm

Class size: 16 to 25 students

2nd Year

Tuesday 10.00am to 1.30pm

bgt.org.au

JOBS + TRAINING

BGT Jobs & Training
has trained many
people currently
working in Ballarat
businesses

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. This program is a scored assessment. Check with your school for more details.

Workplace recognition

1. Statement of Attainment
(List of Units of Competency successfully completed)
2. Certificate III in Business (Customer Engagement)-once all units are satisfactorily completed

Your possible career/pathway

This qualification reflects the role of individuals in a variety of Business Services job roles. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They may provide technical advice and support to a team.

Learn more

Certificate IV in Business BSB40120

Certificate IV in Leadership and management BSB40520

Advanced Diploma of Business BSB60120

Business Traineeship

Employment

The employment opportunities are varied because you could be working in any type of business that has customers or clients.

Job roles could include administration support, Office Manager, Team Supervisor, customer service roles.

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/2YUct8m>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



FULL CERTIFICATE III (SCORED PROGRAM)

Business (Medical Administration)



BSB30120 CERTIFICATE III IN BUSINESS (MEDICAL ADMINISTRATION)

What it is

This program trains students how to provide administration support in health-related businesses such as a doctor's office, hospitals, dental practice, physiotherapist and other medical centres.

Students gain essential business admin skills (communication, teamwork, critical thinking) as well as specific training in medical terminology and managing patient records whilst maintaining patient confidentiality.

Note: This program is a perfect choice if you are also studying VCE Business Management, which teaches students the theory on how a business operates.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Assist with maintaining workplace safety BSBWHS311
- ✓ Engage in workplace communication BSBXCM301
- ✓ Support personal wellbeing in the workplace BSBPEF201
- ✓ Use inclusive work practices BSBTWK301
- ✓ Maintain patient records BSBMED303
- ✓ Interpret and apply medical terminology appropriately BSBMED301

SECOND YEAR

- ✓ Write simple documents BSBWRT311
- ✓ Use digital technologies to communicate in a work environment BSBTEC202
- ✓ Organise personal work priorities BSBPEF301
- ✓ Apply Critical thinking skills in a team environment BSBCRT311
- ✓ Apply the principles of confidentiality, privacy and security within the medical environment BSBMED305
- ✓ Manage patient record keeping system BSBMED401
- ✓ Participate in sustainable work practices BSBUS211

Who you learn from

YOUR INDUSTRY EXPERT

BGT Jobs and Training
RTO Code 3683

WHERE YOU LEARN

BGT Jobs and Training,
Barkly Square, 25-39 Barkly Street,
Ballarat

WHEN

1st Year

Thursday 1.45pm to 5.00pm

Class size: 20 to 25 students

2nd Year

Tuesday 1.45pm to 5.00pm

bgt.org.au

JOBS + TRAINING

If you want to work
for a business in
the Health Industry,
then this program is
for you!

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. This program is a scored assessment. Check with your school for more details.

Workplace recognition

1. Statement of Attainment
(List of Units of Competency successfully completed)
2. Full Qualification – Certificate III in Business (Medical Administration)
(once all units are satisfactorily completed)

Learn more

Certificate IV in Health Administration HLT47321

Certificate IV in Business BSB40120

Certificate IV in Leadership and management BSB40520

Diploma of Business BSB50120

Business Traineeship

Employment

Job roles could include Medical Receptionist, Ward Clerk, Dental Receptionist, Admissions Clerk, Medical Secretary, Clinic Administrator.

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/2YUct8m>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



FULL CERTIFICATE III (SCORED PROGRAM)

Community Services



CHC32015 CERTIFICATE III IN COMMUNITY SERVICES

What it is

This program attracts students who love working with and helping people

Students have the opportunity to learn about the community services sector and explore different areas in this field of work. Work may include day-to-day support of individuals in community settings or support the implementation of specific community-based programs.

Skills will be developed in communication, working with diversity, workplace health and safety, administration support, and responding to clients.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Facilitate the interests and rights of clients CHCADV001
- ✓ Develop and maintain networks and collaborative partnerships CHCPRP001
- ✓ Support group activities CHCGRP001
- ✓ Provide first point of contact CHCCOM001
- ✓ Communicate and work in health or community services CHCCOM005
- ✓ Work with diverse people CHCDIV001
- ✓ Follow safe work practices for direct client care HLTWHS002
- ✓ Manage personal stressors in the work environment HLTWHS006
- ✓ Facilitate responsible behaviour CHCCCS009

SECOND YEAR

- ✓ Respond to client needs CHCCCS016
- ✓ Work within a community development framework CHCCDE003
- ✓ Implement participation and engagement strategies CHCCDE004

Who you learn from

YOUR INDUSTRY EXPERT

Melbourne City Institute of Education
RTO Code 22172

WHERE YOU LEARN

MCIE Ballarat
Level 1, 327 Sturt Street, Ballarat

WHEN

1st Year

Thursday 1.45pm to 5.00pm

Class size: 16 to 25 students

2nd Year

Tuesday 1.45 pm to 5.00 pm



'Alone, we can do so little; together, we can do so much'

HELEN KELLER

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. This program is a scored assessment. Check with your school for more details.

Workplace recognition

1. CHC32015 Certificate III in Community Services (once all units satisfactorily completed).
2. Statement of Attainment (List of the Units of Competency which have been successfully completed)

Your possible career/pathway

Completion of a CHC32015 – Certificate III in Community Services allows graduates to work in settings such as: Aged Care facilities, Youth and community support and Family support and community services

Learn more

Certificate IV in Community Services CHC42015

Diploma of Community Services CHC52015

Employment

Job roles related to this qualification include: Residential Support Worker, Community care worker, Aboriginal Community Development Worker, Weekend Recreational Activities Officer, Welfare Support Worker, Support Worker (Community Services), Recreational Activities Officer, Neighbourhood Centre Worker, Youth Worker, Juvenile Justice Officer, Youth Housing Support Worker, Assistant Community Worker, Youth Support Worker, Accommodation Support Worker.

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/2Nd737s>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



Construction Pathways



CPC20220 CERTIFICATE II IN CONSTRUCTION PATHWAYS

What it is

This program offers students the opportunity to develop foundational skills and knowledge to support them to gain employment in the Building and Construction Industry.

The first year of the program will concentrate on the delivery of bricklaying and block laying, using bricklaying tools and concreting skills. Students will lay bricks to form walls, whilst learning how to undertake construction work safely.

In the second year of the program, students will focus on carpentry. They learn how to safely use carpentry tools and handle carpentry materials. Students complete a basic project such as building a cubby house or timber gazebo.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Handle and prepare bricklaying and blocklaying materials CPCCL2001
- ✓ Use bricklaying and blocklaying tools and equipment CPCCL2002
- ✓ Lay masonry walls and corners CPCCL3005
- ✓ Prepare to work safely in the construction industry CPCWHS1001
- ✓ Carry out concreting to simple forms CPCCO2013
- ✓ Work effectively and sustainably in the Construction Industry CPCCOM1012
- ✓ Apply WHS requirements, policies and procedures in the Construction Industry CPCWHS2001

SECOND YEAR

- ✓ Undertake a basic construction project CPCVE1011
- ✓ Plan and organise work CPCOM1013
- ✓ Carry out measurements and calculations CPCOM1015
- ✓ Use carpentry tools and equipment CPCCA2002
- ✓ Handle carpentry materials CPCCA2011

This program is subject to going on scope (refer to Page 6 of this Program Guide).

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Federation TAFE
Building & Construction Training
Centre, Building R, Grant Street,
SMB Campus, Ballarat

WHEN

1st Year

Thursday 1.45pm to 5.00pm

Class size: 12 to 16 students

2nd Year

Thursday 1.45pm to 5.00pm.

1st Year – 1 Full Day delivery
8.30am to 4.00pm for CI Card



1st Year – Learn
bricklaying & concreting

2nd Year – Focus on
a **carpentry** project

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition

1. Statement of Attainment
(List of Units of Competency successfully completed)
2. CPC20220 Certificate II in Construction Pathways
(once all units are satisfactorily completed)

Your possible career/pathway

This program is delivered to primarily encompass Bricklaying and Carpentry; two industries with plentiful career opportunities. This program provides significant advantages for pathways into apprenticeship programs with direct unit credits applying to Certificate III (apprenticeship) levels.

Learn more

Many Certificate II graduates go on into further training including Certificate III, Certificate IV, Diploma and Degree level qualifications.

Employment

Many Certificate II graduates gain employment as apprentices within their chosen industry. As an apprentice, students undertake a relevant Certificate III course and real life on the job training with an employer.

Many graduates start up their own businesses and complete the cycle by becoming employers themselves



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



FULL CERTIFICATE II (SCORED PROGRAM)

Cookery



SIT20421 CERTIFICATE II IN COOKERY

What it is

The program provides skills and knowledge specific to a 'back of house' role, which is mainly working in a kitchen.

There is an increasing need by industry to have new employees with pre-existing skills and knowledge in food preparation, cooking and serving.

Students will learn that safe use of food is essential in this increasingly competitive area of employment, sought by students at school or requiring employment whilst completing a tertiary education.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Use food preparation equipment SITHCCC023
- ✓ Prepare dishes using basic methods of cookery SITHCCC027
- ✓ Clean kitchen premises and equipment SITHKOP009
- ✓ Use hygienic practices for food safety SITXFSA005
- ✓ Receive, store and maintain stock SITXINV006
- ✓ Participate in safe work practices SITXWHS005
- ✓ Prepare and present simple dishes SITHCCC024
- ✓ Prepare and present sandwiches SITHCCC025
- ✓ Produce yeast-based bakery products SITHPAT014

SECOND YEAR

- ✓ Prepare appetisers and salads SITHCCC028
- ✓ Prepare stocks, sauces and soups SITHCCC029
- ✓ Prepare vegetables, fruit, egg and farinaceous dishes SITHCCC030
- ✓ Work effectively in a commercial kitchen SITHCCC034
- ✓ Provide responsible service of alcohol (from SIT20322 Cert II in Hospitality SITHFAB021)

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Federation TAFE
SMB Campus, Ballarat
Prospects Restaurant

WHEN

1st Year

Thursday 1.30pm to 6.30pm

Class size: 12 to 15 students

2nd Year

Tuesday 1.30pm to 6.30pm.

AND for each year

6am – 10.30am Breakfast
(one service period)

8.30am – 2.30pm Lunch
(one service period)

2.30pm – 9.30pm Dinner
(ten service periods)



Yes Chef!

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. This program is a scored assessment. Check with your school for more details.

Workplace recognition

1. Statement of Attainment
(List of Units of Competency successfully completed)
2. Certificate II in Cookery (once all units are satisfactorily completed)

Your possible career/pathway

This qualification provides a pathway to work in kitchen operations in organisations such as restaurants, hotels, catering operations, clubs, pubs, cafés, and coffee shops; and institutions such as aged care facilities, hospitals, prisons, and schools.

Learn more

Certificate III in Commercial Cookery SIT30821

Certificate III in Patisserie SIT31021

Diploma of Hospitality Management SIT50422

Employment

This qualification does not meet the requirements for trade recognition as a cook, but can provide a pathway towards achieving that, possibly as an Apprentice. Future job titles could include: Breakfast cook, Catering assistant, Fast food cook, Sandwich artist, Kitchen hand, Takeaway cook.

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/318hr91>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



FULL CERTIFICATE II & PARTIAL CERTIFICATE III
(SCORED PROGRAM)

Dance



CUA20120 CERTIFICATE II IN DANCE (FULL) AND CUA30120 CERTIFICATE III IN DANCE (PARTIAL)

What it is

This qualification reflects the role of those working as entry level dancers in the live performance industry. Learners are expected to demonstrate the application of foundational skills and knowledge for routine activities expected for dance and live performance contexts.

Note: Students will be required to attend a group audition to gain entry into this Program. First year students are enrolled into Certificate II in Dance. In the second year of their program, they complete Certificate II and enrol in a partial completion of Certificate III in Dance.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Develop basic dance technique CUADAN211
- ✓ Prepare for live performance CUAPRF211
- ✓ Follow safe dance practices CUAWHS111
- ✓ Develop basic level of physical fitness for dance performance CUAWHS211
- ✓ Work effectively with others BSBTWK201
- ✓ Develop basic jazz dance technique CUADAN213
- ✓ Develop basic contemporary dance technique CUADAN215

SECOND YEAR

- ✓ Incorporate artistic expression into basic dance performance CUADAN212
- ✓ Develop and apply creative arts industry knowledge CUAIN211
- ✓ Develop audition technique CUAPRF314
- ✓ Develop performance technique CUAPRF317
- ✓ Increase depth of jazz dance technique CUADAN315
- ✓ Increase depth of contemporary dance technique CUADAN318

Who you learn from

YOUR INDUSTRY EXPERT

Ausdance VIC
RTO Code 20949

WHERE YOU LEARN

Curtain Call Performing Arts Studios
209 Armstrong Street South,
Ballarat

WHEN

1st Year
Thursday 1.00 pm to 4.00 pm
Class size: 5 to 15 students
2nd Year
Thursday 1.45 pm to 5.00 pm



CURTAIN CALL
PERFORMING
ARTS
STUDIOS

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate
This program is a scored assessment. Check with your school for more details.

Workplace recognition

1. CUA20120 Certificate II in Dance
(once all units satisfactorily completed)
2. Statement of Attainment
(List of the Units of Competency which have been successfully completed)

Learn more

Complete CUA30120 Certificate III in Dance, Certificate IV in Dance CUA440120 Certificate IV in Dance Teaching and Management CUA10320, Diploma of Dance Teaching and Management CUA50320, Diploma of Professional Dance (Elite Performance) CCUA51520

Employment

Job roles related to this qualification include: Dance teacher, Dancer, Performer, Choreographer, Dance therapist, Dance critic

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/3hEHb2p>

Congratulations to past students who were invited to perform at VCAA Top Class in 2020 and 2022!



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



PARTIAL CERTIFICATE III

Early Childhood Education and Care



CHC30121 CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

What it is

This program is designed for students who are passionate about childhood education and are looking to further their education in the sector.

Students will develop skills in a variety of early childhood education and care areas including ensuring the health and safety of children, working within legal and ethical guidelines, using approved learning frameworks to guide practice and developing cultural competence.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Support inclusion and diversity CHCECE030
- ✓ Participate in workplace health and safety HLTWHS001
- ✓ Work effectively in children's education and care CHCECE056
- ✓ Meet legal and ethical obligations in children's education and care CHCECE055
- ✓ Work with diverse people CHCDIV001
- ✓ Provide first aid in an education and care setting HLTAID012
- ✓

SECOND YEAR

- ✓ Implement and monitor environmentally sustainable work practices BSBSUS411
- ✓ Observe children to inform practice CHCECE038
- ✓ Support children to connect with the natural environment CHCECE037
- ✓ Identify and respond to children and young people at risk CHCPRT001

Note: For the satisfactory completion of assessments students are required to undertake structured workplace learning in a regulated early childhood education and care service. This will involve 70 hours of practical placement.

Who you learn from

YOUR INDUSTRY EXPERT

BGT Jobs and Training
RTO Code 3683

WHERE YOU LEARN

BGT Jobs and Training,
Barkly Square, 25-39 Barkly Street,
Ballarat

WHEN

1st Year

Thursday 1.45 pm to 5.00 pm

Class size: 16 to 25 students

2nd Year

Tuesday 1.45 pm to 5.00 pm

bgt.org.au

JOBS + TRAINING

Childcare is a
growing industry

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition

Statement of Attainment (Partial Completion of CHC30121)
(List of the Units of Competency which have been successfully completed)

Your possible career/pathway

Early childhood educators work in day care centres, family day care, pre-schools or kindergartens.

Learn more

Diploma of Early Childhood Education and Care CHC50121

Bachelor of Early Childhood Education

Bachelor of Education

Employment

Job roles related to this qualification include: Early childhood educator, Early childhood education team leader, Family day care worker, Pre-school assistant, Out of school hours care educator, Centre Manager- Early Childhood Education and Care Services



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



PARTIAL CERTIFICATE II

Electrotechnology

(Offered to Year 11 students)



UEE22020 CERTIFICATE II IN ELECTROTECHNOLOGY (CAREER START)

What it is

Electrotechnology is a science that deals with the practical application of electricity. Students learn about safety and basic skills to prepare them for an understanding of the industry. Students 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.

Note: Acceptance into this program is subject to a Language, Literacy and Numeracy (LLN) review. A high level of numeracy is required for this program.

What you learn

The subjects (Units of Competency) are currently under review. Please expect engaging units to be delivered which will be confirmed later in 2023. The units are currently as follows:

FIRST YEAR

- ✓ Apply work health and safety regulations, codes and practices in the workplace (Prerequisite for rest of units) UEECD0007
- ✓ Prepare to work safely in the construction industry (White Card) CPCWHS1001
- ✓ Carry out preparatory energy sector work activities. (Tools of the trade) UEECD0008
- ✓ Fix and secure electrotechnology equipment UEECD0020
- ✓ Fabricate, assemble and dismantle utilities industry components UEECD0019
- ✓ Carry out routine work activities in an energy sector environment UEECD0009

SECOND YEAR

- ✓ Solve problems in single path circuits UEECD0046
- ✓ Use routine equipment/plant/technologies in an energy sector environment UEECD0052
- ✓ Identify and select components, accessories and materials for energy sector work activities UEECD0021
- ✓ Attach cords and plugs to electrical equipment for connection to single phase 230 Volt supply UEERL0001
- ✓ Provide basic sustainable energy solutions for energy reduction in residential premises UEERE0021

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Federation TAFE
Building & Construction Training
Centre (SMB Campus), Grant
Street, Ballarat

WHEN

1st Year

Thursday 1.00pm to 6.00pm

Class size: 15 to 20 students

2nd Year

Tuesday 1.00pm to 6.00pm



Electricians have
great mathematical
skills

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition

Statement of Attainment (List of the Units of Competency which have been successfully completed)

Your possible career/pathway

This partial program completion is a pathway to complete the full certificate. In the last five years, over 80% of graduating students commenced employment within the sector as apprentices in Certificate III in Electrotechnology.

Learn more

Complete the UEE22020 Certificate in Electrotechnology (Career start), Certificate III in Electrotechnology Electrician (UEE30811).

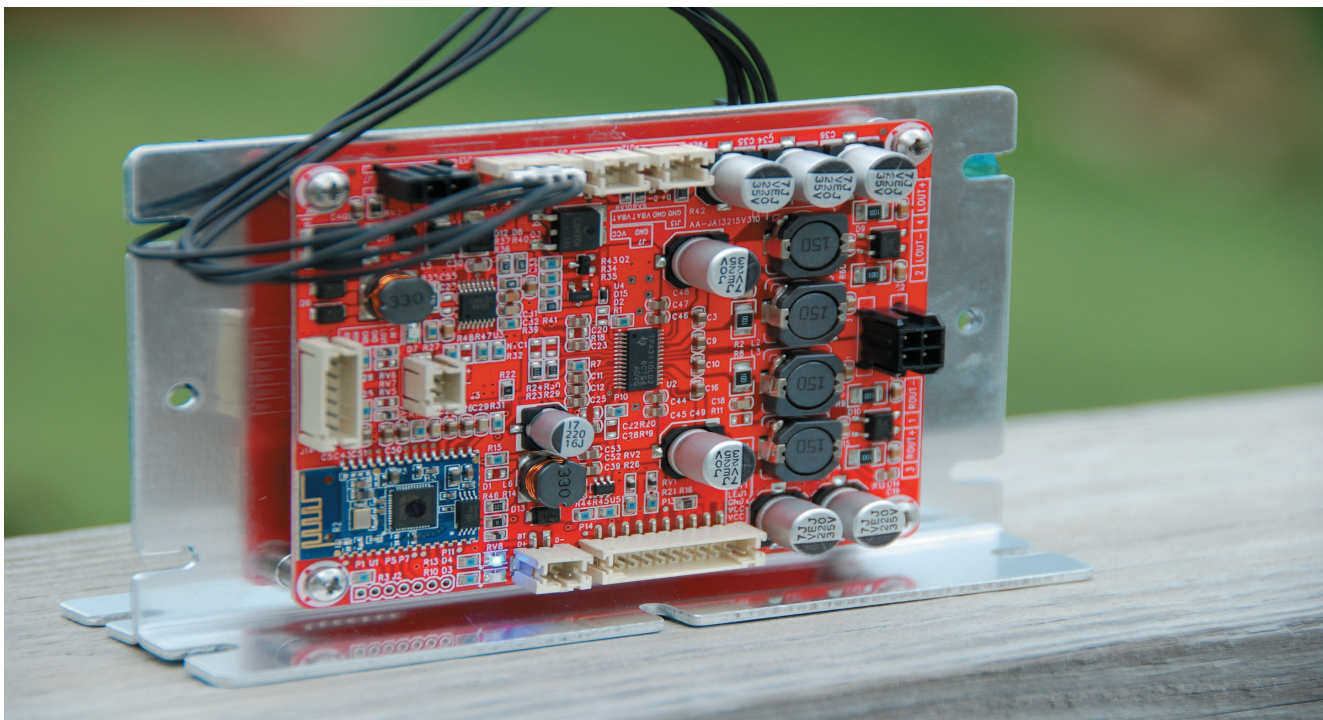
Further studies also available.

Employment

The program provides pathways in the following disciplines: Computer Systems, Data and Voice Communications, Electrical, Electronic, Instrument and Industrial Control, Rail Signalling, Refrigeration and Air Conditioning, Renewable and Sustainable Energy.

What the program looks/sounds like

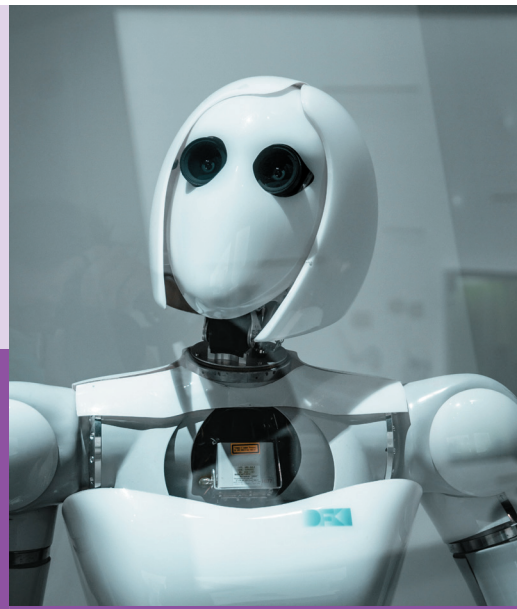
Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/3eavlee>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



Enabling Technologies



22588VIC CERTIFICATE III IN ENABLING TECHNOLOGIES

What it is

This program prepares students for a career in emerging information, communication and digital technology roles.

This program includes teaching students about 3D printing, cyber security and additional exploration of robotics and evolving technologies, technicians of the future and wearable objects and apps.

This program is both a local and state government identified education need and the qualification ensures students gain an understanding of expected jobs of the future.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Protect own personal online profile from cyber security threats BSBXCS301
- ✓ Develop a career plan for technology and digital futures VU23151
- ✓ Identify and report online security threats BSBXCS302
- ✓ Securely manage personally identifiable information and workplace information BSBXCS303
- ✓ Promote workplace cyber security awareness and best practices BSBXCS402
- ✓ Develop enterprise skills for solving workplace challenges VU23136
- ✓ Apply enterprise skills in a team to develop solutions to workplace problems VU23137

SECOND YEAR

- ✓ Present information to support decision making using common business applications VU23152
- ✓ Explore evolving technology and impact on jobs VU23153
- ✓ Contribute to the health and safety of self and others BSBWHS211
- ✓ Explore and prepare for 3D printing in industry VU23164
- ✓ Use 3D printing to create products VU22340
- ✓ Set up and produce 3D prints ICPPTD302
- ✓ Investigate robotic systems VU23149 (select one of three units)

Program subject to going on scope. (refer to Page 6 of this Program Guide)

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Mt Helen Campus, University
Drive, Mount Helen

WHEN

1st Year

Thursday 1.45pm to 5.00pm

Class size: 15 to 20 students

2nd Year

Tuesday 1.45pm to 5.00pm



P-TECH™

Prepare for
Jobs of the Future

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition

1. Statement of Attainment
(List of Units of Competency successfully completed)
2. Certificate III in Enabling Technologies
(once all units are satisfactorily completed)



Your possible career/pathway

This program prepares learners for support roles across a range of industry sectors including roles in cyber threat awareness and risk.

Learn more

Certificate IV in Cyber Security 22603VIC, Certificate IV in Information Technology ICT40120, Diploma of Information Technology ICT50220

Employment

Career opportunities, include: help desk support technician, security technician, technical support officer, security support officer



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



FULL CERTIFICATE II (SCORED PROGRAM)

Engineering



22470VIC CERTIFICATE II IN ENGINEERING STUDIES

What it is

Engineering can be broadly described as the branch of science and technology concerned with the design, building, use of engines, machines and structures.

This program aims to instil positive perceptions of the engineering related industries. Students are introduced to a wide range of employment opportunities, career choices, study pathways and further training in the engineering, manufacturing and related industries.

Note: Suitable for Year 11 students

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

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

SECOND YEAR

- ✓ Undertake a basic engineering project MEMPE006A
- ✓ Perform intermediate engineering computations VU22333
- ✓ Perform basic welding and thermal cutting processes to fabricate engineering structures VU22337

This program is transitioning to a new qualification and is subject to going on scope. (Refer to Page 6 of this Program Guide).

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Federation TAFE
Manufacturing and Engineering
Skills Centre, SMB Campus, Grant
Street, Ballarat

WHEN

1st Year

Thursday 1.45pm to 5.30pm

Class size: 12 to 15 students

2nd Year

Tuesday 1.45pm to 5.30pm



“Science can amuse
and fascinate us all,
but it is engineering
that changes the
world.”

ISAAC ASIMOV

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Scored assessment is available for this program. Check with your school for more details

Workplace recognition

1. 22470VIC Certificate II in Engineering Studies (once all units satisfactorily completed)
2. Statement of Attainment (List of the Units of Competency which have been successfully completed)

Your possible career/pathway

Students completing this program and wishing to enter an apprenticeship have experienced a high success rate of 75%.

Learn more

Certificate III in Engineering – Fabrication Trade MEM30319

Certificate IV in Engineering MEM40119

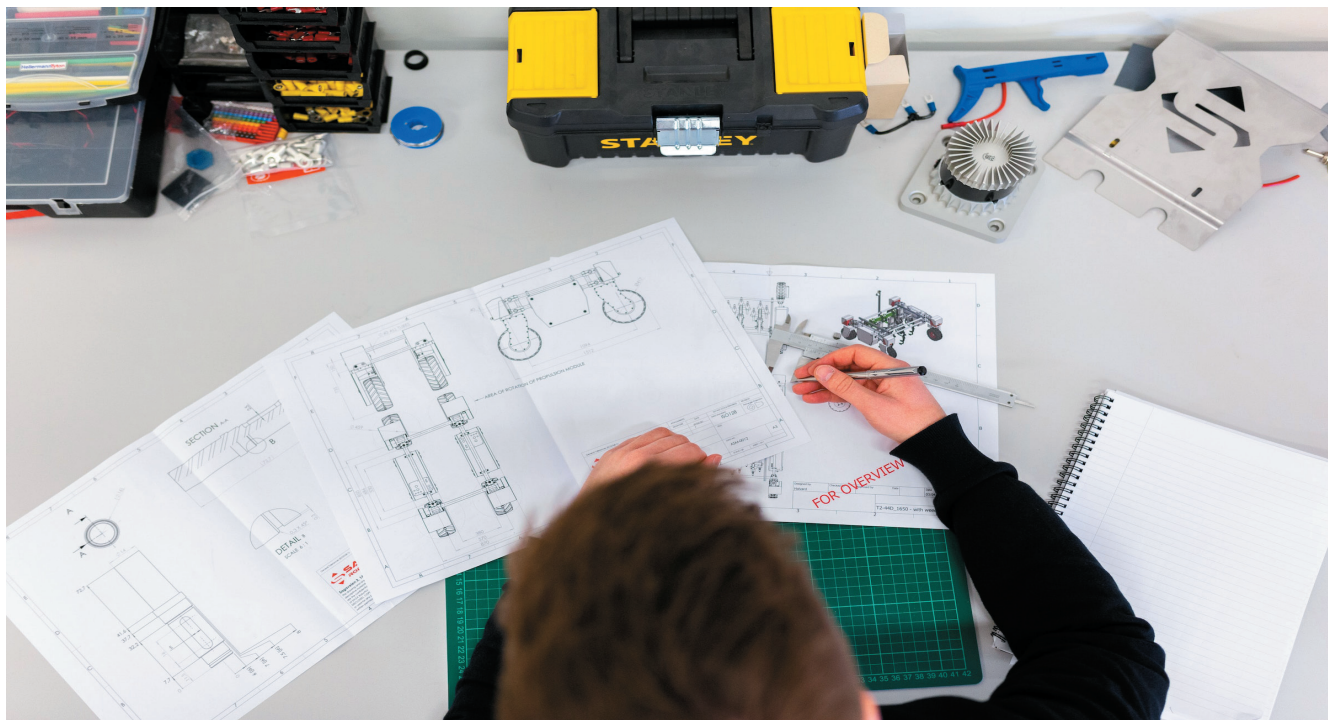
Diploma of Engineering – Technical MEM50212

Employment

Job roles related to this qualification include: Manufacturing engineer, Fitter and machinist, Sheet metal worker, Production welder, Fabricator (light and heavy).

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/2BmFAGS>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



FULL CERTIFICATE III (SCORED PROGRAM)

Equine Studies



22513VIC CERTIFICATE III IN EQUINE STUDIES

What it is

Students who love horses are attracted to this program. This program aims to provide students with the knowledge, skills, and competency that will enhance their training and employment prospects in the equine or equine related industries.

This program can support a pathway to employment in different sectors of the equine industry in roles such as stable-hands or stud hands, or further study in a range of equine or equine related qualifications in horse breeding, sport or racing.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Handle Horses Safely ACMEQU202
- ✓ Apply knowledge of horse behaviour ACMEQU205
- ✓ Work effectively in an equine organization VU22681
- ✓ Identify equine anatomy VU22685
- ✓ Assist in the conduct and organization of an event in the equine industry VU22689
- ✓ Work Safely in Industries with horses ACMEQU201
- ✓ Assist in the Preparation of a horse for an event VU22688
- ✓ Demonstrate basic horse riding or driving skills VU22687

SECOND YEAR

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

Who you learn from

YOUR INDUSTRY EXPERT

Skillinvest
RTO Code 4192W

WHERE YOU LEARN

Skillinvest Training Room (Theory),
110 Lydiard St North, Ballarat
Rosehill Road Mt Rowan OR
Ballarat Pony Club, Winter St,
Newington (Full Days)

WHEN

1st Year

Thursday 1.30pm to 4.45pm

Class size: 16 to 22 students

2nd Year

Tuesday 1.30pm to 4.45pm

Class size: 9 to 22 students

2 Full Days each Term from 9.00am
to 3.00pm



Learn from trainers
with over 90
years of combined
industry experience

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. This program is a scored assessment. Check with your school for more details.

Workplace recognition

1. 22513VIC Certificate III in Equine Studies (once all units satisfactorily completed).
2. Statement of Attainment (List of the Units of Competency which have been successfully completed).

Your possible career/pathway

There are many opportunities as outlined below. In addition, the RTO, Skillinvest, employs around 300 equine apprentices and trainees through their group training operations.

Learn more

Programs include:

Certificate III in Racing (Track Work Rider) RGR30518,
 Certificate IV in Racing (Harness Race Driver) RGR40318,
 Certificate IV in Horse Breeding RG40619,
 Diploma of Equine Allied Health ACM50521,
 Diploma of Equine Management ACM50421,
 Bachelor of Equine Studies.

Employment

Job roles related to this qualification include: Stable hand, Animal attendant, Track rider, Horse breeder, trainer or manager, veterinarian.



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/2ZOWyyu>



FULL CERTIFICATE II (SCORED PROGRAM)

Furniture Making



MSF20522 CERTIFICATE II IN FURNITURE MAKING PATHWAYS

What it is

Students will gain the skills on how to make high quality, stable furniture. Each year, students will construct one major project, aka a piece of furniture, which they can take home, along with a smattering of smaller practical exercises.

The qualification provides students with a broad range of skills and knowledge to pursue a career or further training in a range of furnishing industries, such as cabinet making, wood machining, polishing, upholstery and picture framing.

Completion of the program gives students the experience to apply for apprenticeships, traineeships or general employment in a furniture manufacturing environment or related workplace.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

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

SECOND YEAR

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

This program is transitioning to a new qualification and is subject to going on scope (refer to Page 6 of this Program Guide).

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Federation TAFE
Building R, SMB Campus, Grant
Street, Ballarat

WHEN

1st Year

Thursday 1.45pm to 5.00pm.

Class size: 12 to 14 students

2nd Year

Tuesday 1.45pm to 5.00 pm

One full day delivery for CI card



If you love working
with hand tools and
power tools, this
program is for you.

A VCE Scored Program

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. This program is a scored assessment. Check with your school for more details.

Workplace recognition

1. Certificate II in Furniture Making Pathways (once all units satisfactorily completed)
2. Statement of Attainment
(List of the Units of Competency which have been successfully completed)

Your possible career/pathway

Future training and career pathways may include furniture maker, cabinet maker, kitchen and bathroom installer, flooring installer, upholsterer or furniture finisher.

Learn more

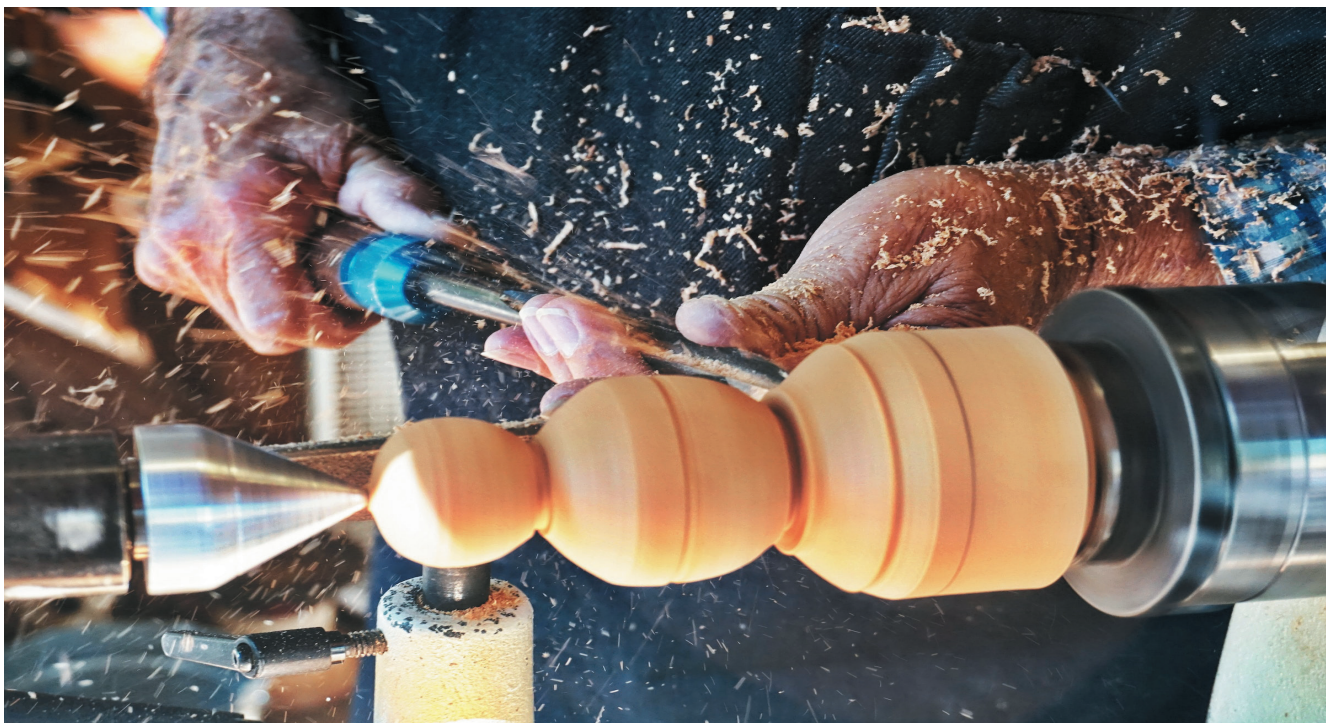
A variety of programs are available ranging from Certificate III to Bachelor Degrees.

Employment

Pathways could lead to: Flooring Technology, Glass and Glazing, Interior Decoration Retail Services, Picture Framing, Upholstery, Furniture Design and Technology, Stained Glass and Leadlighting

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/2BhmdpE>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



Heavy and Light Rail Fundamentals



22537VIC CERTIFICATE II IN HEAVY AND LIGHT RAIL FUNDAMENTALS (PRE-VOCATIONAL)

What it is

This exciting new program is a qualification for secondary students. The program provides students with basic knowledge and a realistic preview of the heavy (train) and light (tram) rail industry in Victoria. Students are taught in a combination of structured learning, self-directed learning and hands-on training in a simulated work environment.

This program may be a full day of learning due to travel to Newport, Melbourne for practical training.

Note: The program was designed by the Level Crossing Removal Project in consultation with the Victorian Curriculum Assessment Authority (VCAA), who are an independent body directly responsible to the Victorian Minister for Education.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Provide First Aid HLTAID003
- ✓ Investigate Rail System Fundamentals for Victoria VU22869
- ✓ Apply Safety Awareness in a rail environment VU22674
- ✓ Examine heavy and light rail fundamentals for Victoria VU22874
- ✓ Examine rolling stock fundamentals in Victoria VU22876

SECOND YEAR

- Complete a basic heavy or light rail industry project VU22870
- ✓ Prepare for employment in the rail industry VU22871
- ✓ Explore applications and operation of the Internet of Things (IoT) VU22674
- ✓ Examine heavy and light rail network operations in Victoria VU22873
- ✓ Provide service to internal and external heavy and light rail customers VU22875

This program is subject to going on scope. (Refer to Page 6 of this Program Guide)

Who you learn from

YOUR INDUSTRY EXPERT

Managed by Melbourne City Institute of Education (MCIE) RTO Code 22172

WHERE YOU LEARN

MCIE Level 1, 327 Sturt Street, Ballarat, Victoria, 3350 & Rail Academy New Port, Melbourne

WHEN

1st Year

Thursday 10.00 am to 4.00pm tbc

Class size: 18 to 22 students

2nd Year

Tuesday 10.00 am to 4.00pm tbc



The Australasian Railway Association's 2022 Building Australian Rail Skills for the Future report confirmed expected workforce gaps of up to 70,000 skilled workers by 2023!

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate, contribution to ATAR, scored assessment (check these details with your school)

Workplace recognition

1. Statement of Attainment
(List of Units of Competency successfully completed)
2. 22537VIC Certificate II in Heavy and Light Rail Fundamentals (Pre-vocational) once all units are satisfactorily completed.

Your possible career/pathway

The development of the skills and knowledge may enable graduates to transition into employment within the rail industry, including full time roles, apprenticeships or traineeships, in areas including customer service adviser, maintenance, shunting and rail administration with an accredited rail transport authority.

Learn more

Graduates may seek to transition into a Certificate III qualifications in areas including rail infrastructure, rail signalling, rail co-ordination, rail customer service or other certificate level qualifications.

Employment

The program is supported and endorsed by Victoria's three (3) Accredited Rail Transport Operators – Metro Trains Melbourne, V/Line and Yarra Trams, and the John Holland Group, all significant employers of staff.

What the program looks/sounds like

Watch a video explaining the program, by accessing <https://youtu.be/bJALISifxPo>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



FULL CERTIFICATE II (SCORED PROGRAM)

Hospitality



SIT30622 CERTIFICATE II IN HOSPITALITY

What it is

This program prepares students with a range of hospitality skills and basic knowledge to get started in the hospitality sector. During this course, you will learn key hospitality skills such as customer service, coffee making and food and beverage service. You will also learn about food safety procedures and safe work practices.

This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafés, and coffee shops.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Use hygienic practices for food safety SITXFSA005
- ✓ Work effectively with others BSBTWK201
- ✓ Participate in safe work practices SITXWHS005
- ✓ Prepare and serve espresso coffee SITHFAB025
- ✓ Source and use information on the hospitality industry SITHIND006
- ✓ Provide First Aid HLTAID011
- ✓ Operate a bar SITHFAB023
- ✓ Provide responsible service of alcohol SITHFAB021

SECOND YEAR

- ✓ Use hospitality skills effectively SITHIND007
- ✓ Serve food and beverage SITHFAB027
- ✓ Interact with customers SITXCCS011
- ✓ Show social and cultural sensitivity SITXCOM007
- ✓ Provide advice on Food SITHFAB036
- ✓ Prepare and serve non-alcoholic beverages SITHFAB024

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Federation TAFE
SMB Campus, Grant Street, Ballarat
Prospects Restaurant

WHEN

1st Year

Thursday 1.45pm to 5.00pm

Class size: 12 to 20 students

2nd Year

Tuesday 1.45pm to 5.00pm

AND for each year 6am – 10.30am
Breakfast (one service period)

8.30am – 2.30pm Lunch
(one service period)

2.30pm – 9.30pm Dinner
(ten service periods)



Jobs in the
hospitality industry
are in high demand

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. This program is a scored assessment. Check with your school for more details.

Workplace recognition

1. Certificate II in Hospitality (once all units satisfactorily completed)
2. Statement of Attainment
(List of the Units of Competency which have been successfully completed)

Your possible career/pathway

Learn more

Certificate III in Hospitality SIT30622

Certificate III in Commercial Cookery SIT30821

Certificate III in Patisserie SIT31021

Diploma of Hospitality Management SIT50422

Employment

Possible job titles include: Hospitality Traineeship, Bar attendant, Café attendant, Catering assistant, Food and beverage attendant, Front office assistant.

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing

<https://bit.ly/318hr91>



Note: 2024 program commencement subject to student enrolment numbers. Check with your school VET Coordinator if this program is suitable for you. Students are expected to enrol in both years of program (if applicable). Units of Competency are subject to change. Students are expected to make their own way to and from the venue. Check with your school re costs.



FULL CERTIFICATE III (SCORED PROGRAM)

Information Technology



ICT30120 CERTIFICATE III IN INFORMATION TECHNOLOGY

What it is

The information technology (IT) industry has become one of the most robust industries in the world. IT, more than any other industry or economic facet, has an increased productivity, particularly in the developed world and therefore is a key driver of global economic growth, thus an excellent pathway for Secondary School students.

The Certificate III of Information Technology provides the skills and knowledge for a student to work with and manage information and communications technology (ICT) support in small-to-medium enterprises using a wide range of general ICT Technologies. Students will learn and apply a broad set of skills, including foundational knowledge in critical thinking and customer service skills, to support a range of technologies, processes, procedures, policies, people and clients in a variety of work contexts.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Develop and extend critical and creative thinking skills BSBCRT301
- ✓ Securely manage personally identifiable information and workplace information BSBXCS303
- ✓ Work in a team BSBXTW301
- ✓ Apply introductory programming techniques ICTPRG302
- ✓ Operate application software packages ICTICT214
- ✓ Connect internal hardware components ICTICT314

SECOND YEAR

- Maintain and repair ICT equipment and software ICTSAS309
- ✓ Provide basic system administration ICTSAS312
- ✓ Identify IP ethics and privacy policies in ICT environments ICTICT313
- ✓ Provide ICT advice to clients ICTSAS305
- ✓ Install configure and secure a small office or home office network ICTSAS310
- ✓ Create 3D digital animations CUAANM302

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Mt Helen Campus, University Drive, Mount Helen

WHEN

1st Year

Thursday 1.45pm to 5.00pm

Class size: 12 to 20 students

2nd Year

Tuesday 1.45pm to 5.00pm

Industry Guest Speakers cover:
Salesforce,

Neurodiversity in IT, IBM



P-TECH™



What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. This program is a scored assessment. Check with your school for more details.

Workplace recognition

1. Certificate III in Information Technology (once all units satisfactorily completed)
2. Statement of Attainment
(List of the Units of Competency which have been successfully completed)

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/3edK4Fe>

Learn more

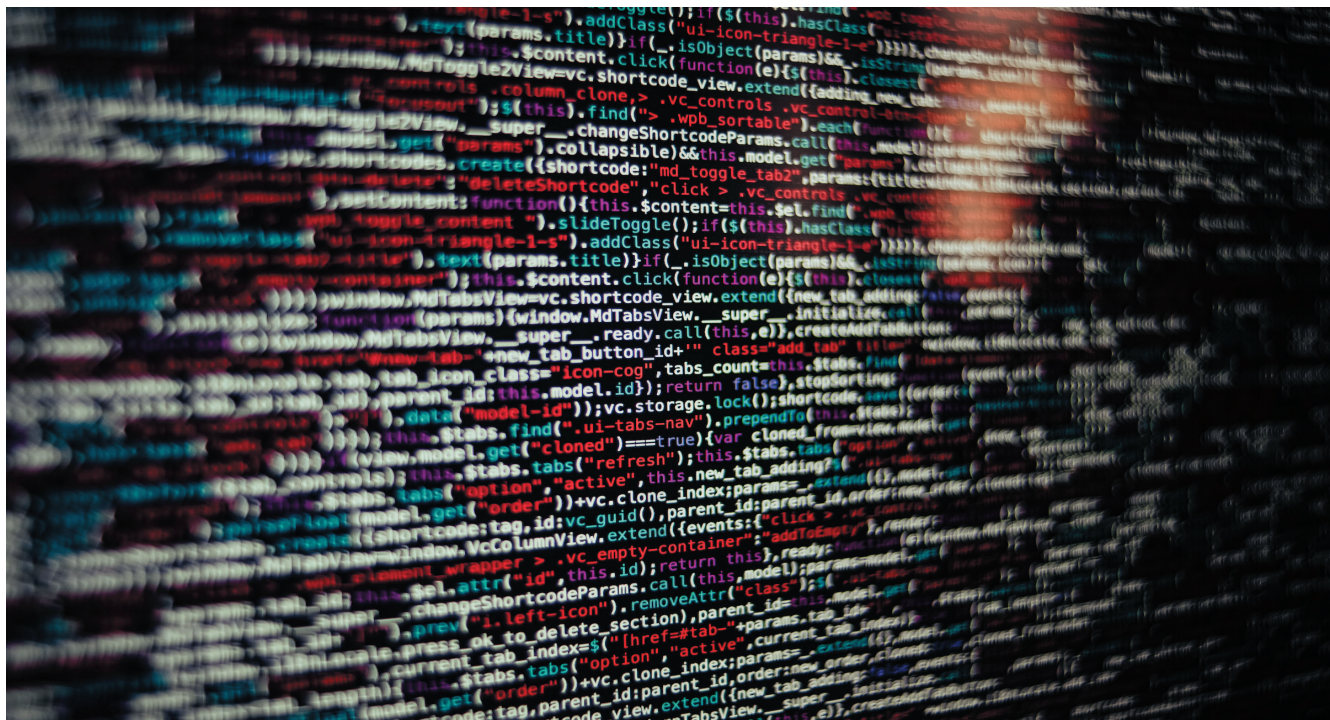
Certificate IV in Information Technology (Networking) ICT40120

Diploma of Information Technology ICT50220

Employment

This qualification reflects the role of individuals who are competent in a range of Information and Communications Technology (ICT) roles, including animation, basic cloud computing, basic cyber awareness, digital media skills, generalist IT support services, networking, programming, systems and web development.

Possible job titles include: Data entry operator, Database system administrator, Computer retail and servicing, Software designer, Computer games programmer, Computer technician, IT/Network manager



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



FULL CERTIFICATE III (SCORED PROGRAM)

Music Industry (Sound Production)



CUA30920 CERTIFICATE III MUSIC (SOUND PRODUCTION)

What it is

This program provides a broad overview of the music industry which provides students with the knowledge, skills, and competency to enhance their employment prospects in the music and creative arts industries.

Students communicate with professional and school-based musicians (bands and soloists) and learn the practical skills and knowledge to record, mix and edit live sound. Students record a basic music demo and mix it in a studio environment.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Implement copyright arrangements CUACMP311
- ✓ Work Effectively in the music industry CUAIND313
- ✓ Plan a career in the creative arts industry CUAIND314
- ✓ Perform basic sound editing CUASOU212
- ✓ Mix sound in a broadcasting environment CUASOU214
- ✓ Develop basic audio skills and knowledge CUASOU211

SECOND YEAR

- ✓ Operate sound reinforcement systems CUASOU306
- ✓ Install and disassemble audio equipment CUASOU308
- ✓ Mix music in studio environments CUASOU321
- ✓ Record and mix basic music demos CUASOU317
- ✓ Manage audio input sources CUASOU412

Who you learn from

YOUR INDUSTRY EXPERT

College of Sound and Music
Production (COSAMP)
RTO Code 41549

WHERE YOU LEARN

Recording studio and stage at
the Wendouree Centre for the
Performing Arts (WCPA)
1220 Howitt Street, Wendouree

WHEN

1st Year

Thursday 1.45pm to 5.00pm
One full day each semester

Class size: 10 to 15 students

2nd Year

Tuesday 1.45pm to 5.00 pm



**BALLARAT
GRAMMAR**

Learn at the award-
winning Ballarat
Grammar WCPA
recording studio
and stage

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. This program is a scored assessment. Check with your school for more details.

Workplace recognition

1. Certificate III in Music (Sound Production) (Once all units satisfactorily completed)
2. Statement of Attainment
(List of the Units of Competency which have been successfully completed)

Learn more

Certificate IV in Live Production and Technical Services CUA40420

Diploma of Music CUA50820

Advanced Diploma of Music CUA60520

Bachelor of Music (Audio)

Employment

The job roles that relate to this qualification may include: Assistant sound technician, Assistant music/band manager, Musician, Sound assistant, Road crew, Music engineer, Live mixer



This program teacher's previous students have been finalists in VCAA's Seasons of Excellence Top Designs.

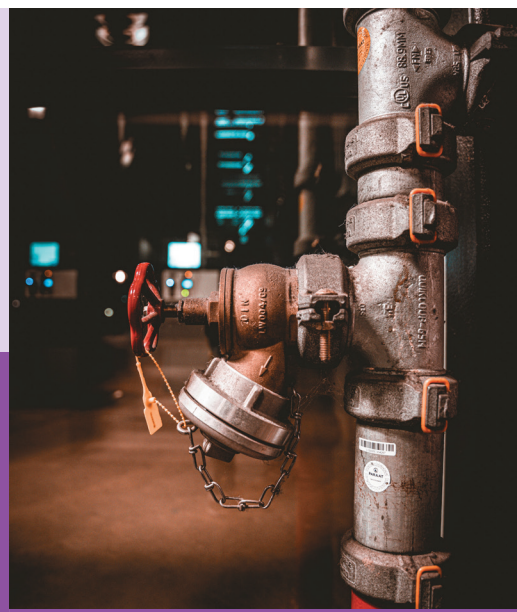
One student exhibited in Top Designs 2022 and also presented his Sound Production SAC in Top Class Sound.



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



Plumbing



22569VIC CERTIFICATE II IN PLUMBING

What it is

This program prepares students with the skills and knowledge for entry into an apprenticeship (Certificate III in Plumbing) whilst giving them a broad overview of the industry. This program is delivered alongside the Certificate III program, with the opportunity to observe and converse with the apprentices. This gives students an insight to decide if a plumbing apprenticeship is the correct pathway for them.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Apply WHS requirements, policies and procedures in the construction industry CPCCWHS2001
- ✓ Prepare to work safely in the construction industry (CI card) CPCCWHS1001
- ✓ Use and apply basic levelling equipment for plumbing VU23052
- ✓ Use basic plumbing hand tools VU23054
- ✓ Use basic power tools VU23055
- ✓ Use plumbing pipes, fittings and fixtures to simulate plumbing installations VU23056
- ✓ Fabricate simple plumbing pipe systems VU23048
- ✓ Apply basic sheet metal practices VU23046

SECOND YEAR

- ✓ Carry out interactive workplace communication CPCPCM2039A
- ✓ Perform basic oxy-acetylene welding and cutting VU23050
- ✓ Prepare to work in the plumbing industry VU23051
- ✓ Identify Career Pathways in the Plumbing Industry VU23049
- ✓ Cut and penetrate building material and structures VU23047
- ✓ Produce technical drawings CUAACD303
- ✓ Carry out measurements and calculations CPCCM1015
- ✓ Use basic electric welding equipment and techniques VU23053
- ✓ Read and interpret plans and specifications CPCCCM2001

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Federation TAFE
Building and Construction Training
Centre, Grant Street, Ballarat

WHEN

1st Year

Thursday 1.00pm to 5.00pm

Class size: 12 to 14 students

2nd Year (2025)

Thursday 1.00pm to 5.00pm.



Do you enjoy working with tools and machinery?
Do you have good mechanical skills?
Then becoming a plumber could work for you.

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition

Statement of Attainment

(List of the Units of Competency which have been successfully completed)

Your possible career/pathway

Apprenticeship

Learn more

Certificate III in Plumbing CPC32413

Six specialist streams: Water, Sanitary, Drainage, Mechanical services, Roofing and Gas services.

Employment

You may choose to work for a major construction company, for a boutique building group or even for yourself one day.

Possible job titles include: Plumber, Gasfitter, Roof plumber, Plumber and drainer.

Many students start up their own businesses and complete the cycle by becoming employers themselves.

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/2BmGp9s>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



Retail Cosmetics



SHB20121 CERTIFICATE II IN RETAIL COSMETICS

What it is

Students who love make-up are attracted to this program.

This Certificate II in Retail cosmetics (partial completion) will give young students the opportunity to see what the Beauty industry is about. There are a combination of practical and theory units that can be taught together to engage the student and create a positive learning environment for the students.

By delivering the Certificate II in Retail Cosmetics we are preparing the students for the retail working environment. These units are crucial to develop customer service and finance skills. Essentially these skills will enable the students to become job ready. They will help students with part time job opportunities in a retail and/or beauty environment.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Apply safe hygiene, health and work practices SHBXWHS003
- ✓ Advise on beauty products and services SHBBCCS005
- ✓ Design and apply make-up SHBBMUP009
- ✓ Conduct salon financial transactions SHBXCCS007
- ✓ Communicate as part of a salon team SHBXIND005
- ✓ Organise personal work requirements SIRXIND003
- ✓ Research and apply beauty industry information SHBBRES003

SECOND YEAR

- ✓ Comply with organisational requirements within a personal services environment SHBXIND003
- ✓ Demonstrate retail skin care products SHBBCCS004
- ✓ Provide lash and brow services SHBBFAS004
- ✓ Receive and handle retail stock SIRRINV001
- ✓ Maintain ethical and professional standards when using social media and online platforms SIRXOSM002
- ✓ Sell to the retail customer SIRXSLS001

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Unistyle Salon, SMB Campus, Level 1, P Building, Lydiard Street North
Ballarat 3350

WHEN

1st Year

Thursday 1.45pm to 5.00pm.

Class size: 12 to 20 students

2nd Year

Tuesday 1.45pm to 5.00pm.



“I love the confidence that makeup gives me.”

TYRA BANKS

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition

Statement of Attainment

(List of the Units of Competency which have been successfully completed)

Learn more

Certificate III in Beauty Services SHB30121, Certificate III in Make-Up SHB30221,

Certificate IV in Beauty Therapy SHB40121, Diploma of Beauty Therapy SHB50121

Employment

Possible job titles include: Retail sales assistant, Beauty therapist, Make-up artist, Aromatherapist, Retail sales manager

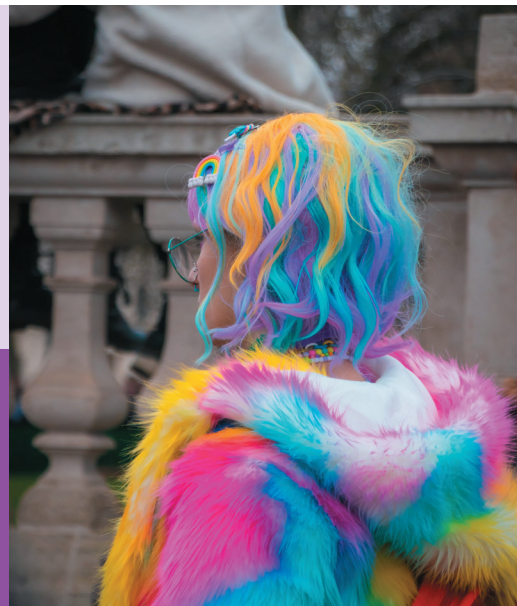


Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



FULL CERTIFICATE II

Salon Assistant



SHB20216 CERTIFICATE II IN SALON ASSISTANT

What it is

This program provides a pathway into a hairdressing apprenticeship.

Students develop basic skills and knowledge to assist with client services in the hair and beauty industry.

Routine and repetitive tasks are completed under direct supervision and with guidance from hairdressers who manage the client service.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Contribute to health and safety of self and others BSBWHS201
- ✓ Maintain and organise tools, equipment and work areas SHBHIND001
- ✓ Provide shampoo and basin services SHHBAS001
- ✓ Dry hair to shape SHBHDES001
- ✓ Provide head, neck and shoulder massages for relaxation SHHBAS002
- ✓ Greet and prepare clients for salon services SHBXCCS003
- ✓ Apply hair colour products SHBHCLS001

SECOND YEAR

- ✓ Comply with organisational requirements within a personal service environment SHBXIND001
- ✓ Produce visual merchandising displays SIRRMER001
- ✓ Braid hair SHBHDES002
- ✓ Conduct salon financial transactions SHBXCCS001
- ✓ Recommend products and services SHBXCCS004
- ✓ Communicate as part of a team SHBXIND002

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Unistyle Salon, SMB Campus,
P Building, Lydiard Street North,
Ballarat

WHEN

1st Year

Thursday 1.45pm to 5.00pm

Class size: 12 to 20 students

2nd Year

Tuesday 1.45pm to 5.00pm.



Students gave this
program an overall
approval rating of 98%
...WOW!

2023 1ST YEAR VET CLUSTER
STUDENT SURVEY

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

Workplace recognition

1. Certificate II in Salon Assistant (once all units satisfactorily completed)
2. Statement of Attainment
(List of the Units of Competency which have been successfully completed)

Your possible career/pathway

The combined skills and knowledge do not provide for a job outcome as a hairdresser. This qualification is intended to prepare individuals for further training.

Learn more

Hairdressing Apprenticeship, Certificate III in Hairdressing SHB30416, Certificate III in Barbering SHB30516, Certificate IV in Hairdressing SHB40216, Diploma of Salon Management SHB50216

Employment

Possible job titles include: Salon assistant, Hairdresser, Beauty therapist, Retail sales assistant/manager.

What the program looks/sounds like

Watch a **Get VET** video of a student explaining the program, by accessing <https://bit.ly/37FTjeQ>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



FULL CERTIFICATE III (SCORED PROGRAM)

Screen and Media



CUA31020 CERTIFICATE III IN SCREEN AND MEDIA

What it is

This qualification introduces students to social media campaign management and content creation for the fast-growing social media sector.

Students learn how to provide creative solutions and strengthen their technical skills such as website development, visual design and 2D digital animation whilst following the creative design process.

Students learn a broad range of skills and knowledge to pursue a career or further training in the screen and media industry in areas such as film and television production, animation, photography, radio broadcasting and content creation.

What you learn

You learn from the following subjects (Units of Competency):

FIRST YEAR

- ✓ Apply work health and safety practices CUAWHS312
- ✓ Apply critical thinking skills in a team environment BSBCRT311
- ✓ Work effectively in the creative arts industry CUAIN311
- ✓ Develop drawing skills to communicate ideas CUAACD201
- ✓ Maintain interactive content CUADIG211
- ✓ Follow a design process BSBDES201

SECOND YEAR

- ✓ Write content for a range of media CUAWRT301
- ✓ Author interactive sequences CUADIG312
- ✓ Explore and apply the creative design process to 2D forms CUADES302
- ✓ Create visual design components CUADIG304
- ✓ Create 2D digital animations CUAANM301

Who you learn from

YOUR INDUSTRY EXPERT

College of Sound and Music
Production (COSAMP)
RTO Code 41549

WHERE YOU LEARN

Loreto College
1600 Sturt Street, Ballarat

WHEN

1st Year

Thursday 1.45pm to 5.00pm

Class size: 15 to 20 students

2nd Year

Tuesday 1.45pm to 5.00pm



'I like how creative it is with what we do, photoshop and such'

RESPONSE FROM 2023 1ST YEAR
VET CLUSTER STUDENT SURVEY

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. This program is a scored assessment. Check with your school for more details.

Workplace recognition

1. Certificate III in Screen and Media (once all units satisfactorily completed)
2. Statement of Attainment
(List of the Units of Competency which have been successfully completed)

Learn more

Certificate IV in Screen and Media CUA41220

Diploma of Screen and Media CUA51020

Advanced Diploma of Screen and Media CUA60620

Employment

The job roles that relate to this qualification may include editing assistant, content creator, assistant sound technician, assistant audio visual technician, assistant radio producer, podcast producer, community radio producer, community radio presenter, junior animator, camera assistant and technical production assistant.

What the program looks/sounds like

For more information and to watch a **Get VET** video of a student explaining the program, <https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/Pages/creativigitalmedia.aspx>



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



VET Coordinator Information

Workplace Skills

BSB20120 CERTIFICATE II IN WORKPLACE SKILLS

What it is

This program is unique to the VET cluster and designed for a later start in the year to capture those students who are still exploring their options and looking for a flexible VET program.

The program is tailored for Year 11 and Year 12 students and lays the foundation for every industry and any other program, course, or employment opportunity. Students learn general workplace skills and digital skills that will transfer into the workplace and further studies.

Federation TAFE will offer this program via a blended and flexible delivery model and will use a variety of strategies and teaching methods including guest speakers, industry visits, excursions, experiential learning, classroom theory and practical sessions.

What you learn

Students learn from the following subjects (Units of Competency). If all units are completed they total to over 180 nominal hours:

- ✓ Contribute to the health and safety of self and others BSBWHS211
- ✓ Work effectively with others BSBTWK201
- ✓ Plan and apply time management BSBPEF202
- ✓ Plan and prepare for work readiness BSBPEF101
- ✓ Apply communication skills BSBCMM211
- ✓ Support personal wellbeing in the workplace BSBPEF201
- ✓ Use digital technologies to communicate in a work environment BSBTEC202

Who you learn from

YOUR INDUSTRY EXPERT

Federation University Australia
RTO Code 4909

WHERE YOU LEARN

Federation TAFE
SMB Campus, Grant Street, Ballarat
Blended delivery. Students can join the class online or in person.

WHEN

Thursday 1.45pm to 5.00pm
in person and online
Class size: 16 to 20 students



Students participate
online or in person.

Classes to start later
in Term 1

What you get

Upon successful completion of the program, students are eligible to obtain:

School recognition

Credit/Unit eligibility towards your relevant Senior Secondary Certificate. Check with your school for more details.

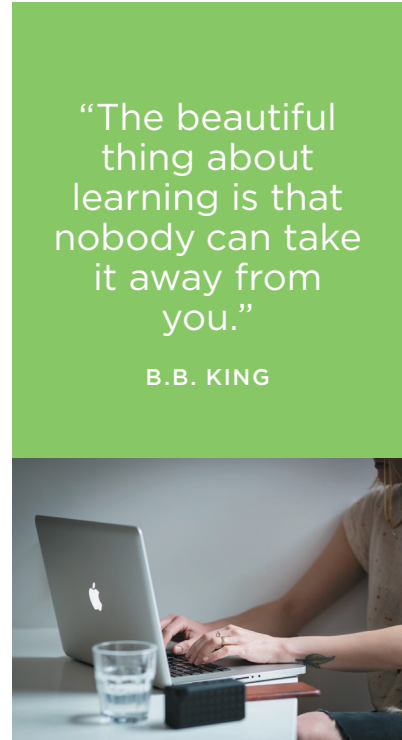
Workplace recognition

Statement of Attainment
(List of the Units of Competency which have been successfully completed).

Your possible career/pathway

Training Package definition

‘This qualification reflects the role of individuals in a variety of entry-level Business Services job roles. This qualification also reflects the role of individuals who have not yet entered the workforce, and are developing the necessary skills in preparation for work. These individuals carry out a range of basic procedural, clerical, administrative or operational tasks that require self-management and technology skills. They perform a range of mainly routine tasks using limited practical skills and fundamental operational knowledge in a defined context. Individuals in these roles generally work under direct supervision’.



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. Check with your school VET Coordinator regarding costs and if this program is suitable for you. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.





VET Cluster

What is the HLEN VET Cluster?

The Highlands LLEN VET Cluster is a long-running partnership between a cluster of schools (over 30 secondary education providers within Ballarat and surrounding regions) and the Highlands Local Learning and Employment Network (HLEN).

Our Cluster is proud to provide a diverse range of programs for students, that are nationally recognised and Victorian Curriculum and Assessment Authority (VCAA) approved.

The VCAA is an independent statutory body responsible to the Victorian Minister for Education, serving both government and non-government schools. The mission of the VCAA is to provide high quality curriculum, assessment and reporting that enables individual lifelong learning.

VET Cluster Vision

The Highlands Local Learning Employment Network (Highlands LLEN) VET Cluster will expand high quality, engaging vocational learning opportunities for secondary students to increase work skills, employability and enhance future pathways.

The VET Cluster will foster a sense of collaboration for greater Ballarat students' vocational pathways. VET Programs are a priority, ahead of the interests of any particular school.

VET Cluster Goals

- Maintain engagement with participating schools within the Highlands region
- Improve access to VET for eligible students
- Increase awareness of VET offerings across the VET Cluster
- Continuously improve the quality of VET Programs delivered
- Improve post-school outcomes of VET students
- Improve provision to reflect students, participating schools and employer needs.

2023 Cluster Schools

Ararat College
Bacchus Marsh College
Ballarat Christian College
Ballarat Clarendon College
Ballarat Grammar
Ballarat High School
Ballarat Specialist School
Beaufort Secondary College
Berry Street School
Damascus College
Daylesford Secondary College
DOTS (Developing Other Talents and Skills)
Gisborne Secondary College
Highview College
Indie School
Lake Bolac College
Loreto College
Marian College
Maryborough Education Centre
Melton Christian College
Mercy Regional College
Mount Clear College
Mount Rowan Secondary College
Phoenix P-12 Community College
St Patrick's College
Woodman's Hill Secondary College
Yuille Park Community College



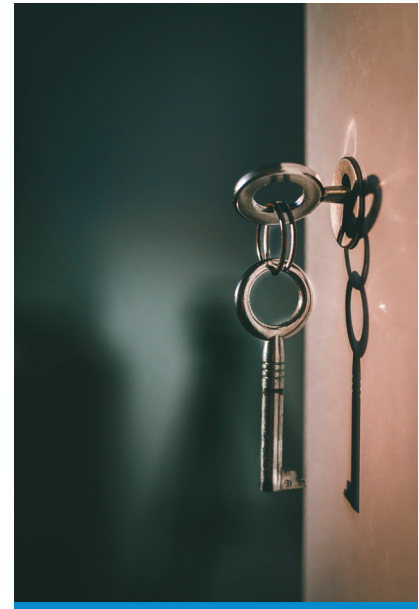
VET Cluster Objectives

1. Improve access to VET for eligible students by providing VET Programs that individual schools may not be able to offer or by facilitating access to niche VET Programs for small cohorts
2. Operate in a spirit of collaboration and cooperation to support the learning needs of students seeking to access vocational education that cannot be met at an individual school
3. Increase awareness of VET offerings across the VET Cluster through inclusion in subject promotion/selection process
4. Continuously improve the quality of VET Programs delivered through the review of VET Programs
5. Provide opportunities to improve post-school outcomes of VET students
6. Build working relationships with key industry representatives to improve provision to reflect employer and regional employment needs
7. Ongoing collaboration with all VET Cluster providers to meet participating school deadlines for reporting requirements
8. Duty of care (safety) for all students must be adhered to with all parties supporting the students through their senior schooling certificate.

Registered Training Organisations (RTO)

The HLLLEN VET Cluster partners with the following RTOs:

- Ausdance VIC www.ausdance.org.au
- BGT Jobs and Training www.bgt.org.au
- Box Hill Institute www.boxhill.edu.au
- College of Sound and Music Production www.cosamp.com.au
- Federation TAFE www.federation.edu.au
- Melbourne City Institute of Education www.mcie.edu.au
- Skillinvest www.skillinvest.com.au



Your Trainers

Have lots of experience

Have studied for a Certificate IV in Training and Assessment or higher

May have a Certificate in what they are teaching you or a higher qualification

Are highly respected in their industry

Are trained to teach ADULTS.

In the classroom your trainer:

- Expects you to attend every scheduled class
- Is under pressure to teach you everything within the time frame
- Treats their time 'like gold'
- Will train and assess you on the Units of Competency (subjects)
- Must keep evidence YOU have done the work
- Can assess you several ways
- Can give you two chances to pass the unit
- Will mark you as either Satisfactory/Not Satisfactory for each unit.

More student guidelines

ABSENCES

Students absent from VET must notify both their home school and their VET Program teacher of an absence before or on the day of the absence. More than three absences may lead to the potential non-completion of a VET Program.

Reception staff at home schools are not responsible to notify the VET Program Teacher. This must be done by students.

Parents are not encouraged to call the home school/ Program Teacher to advise their child's absence. It is the student's responsibility.

If a student leaves the VET Program whilst it is in progress, their attendance will be altered in the Database. This triggers an automatic communication to their nominated parent/carer and their home school.

Students must take responsibility with absences from VET classes and plan to catch up on work missed.

If students leave their class early, they must provide the VET Program Teacher with a written note from their parent/ carer/guardian and advise their home school.

On days where Year 10 or Year 11 exams have been scheduled, students must coordinate with their school teachers to have the exam moved to ensure they do not miss VET.

ASSESSMENT PROCESS

There are many Units of Competency (UoC) that make up a qualification that students will be assessed against. All units must be passed as competent to receive a full qualification.

Students will receive an outline or description of each UoC. An explanation of the requirements to obtain competency will be explained during the VET Program, so students can be assessed. It is the student's responsibility that all assessments are submitted by the due date. All assessment tasks must be completed by the student.

If a student disagrees with the assessment process or the result issued, the student can formally appeal the decision. If this occurs, please contact the VET Coordinator at the home school.

CANCELLATION OF PROGRAMS/STUDENT NUMBERS

School Principals make the final decision if programs will proceed due to low student numbers.

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 may be required to cover additional costs related to these classes, should they be applied.

CONTACTS

Any queries or concerns should be directed to the school VET Coordinator of the student's home school. During school holidays, the VET Cluster office may be of assistance. Please phone 03 43 444 150 or 0448 559 246.

Program teachers will also provide their contact details to their program students and school VET Co-ordinators.

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. The student's home school determines the costs. For more information about the VET fees policy, please contact your home school VET Coordinator.

FOLLOW YOUR SCHOOL REQUIREMENTS

Students must gain permission from their school to leave class early on VET days and accommodate travel time. Schools will notify students of the required process.

Students generally change into work clothes once they have left their home school.

INDUCTION

Program teachers run induction sessions, for the following year of VET learning, in Term 4, face to face or online.

During the induction, the Program Teacher should provide the delivery timetable, expectations for their Program and their contact details (phone or email address) to students.

POLICIES

The VET Cluster has agreed to and follows the following policies:

Excursion Policy

At Risk of Failing Policy

Student Selection Policy

Please consult with your school, if you need further information.

PROGRAM CHANGES

All details of VET Programs and delivery arrangements contained in this booklet are subject to change.

PUNCTUALITY

All students are expected to make their own way and to be 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.

REPORTS AND CERTIFICATES

All students studying a VET Cluster Program receive official written reports. These reports are written by the Program Teachers in Terms 2 and 4. All VET Cluster Program reports use the same template so they will always look different to your school reports.

When students have passed all units, certificates will be sent from the RTO directly to the student's school (which we also call 'home school') at the completion of the Program. Home schools will forward these certificates to students. Completed certificates may not be sent until the following year, in accordance with graduation processes from the various RTOs. Statements of Attainment, which list all units completed, will also be sent to the home school.

STUDENT SUPPORT

If a student requires classroom support (Education Support staff) whilst at VET, they need to arrange it through their school. The RTO does not provide extra support to assist individual students.

STUDENT SURVEY

At least once a year, students will be emailed a survey to complete to determine how they feel about their program. Student names will not be required. The summary of responses will be read by VET Cluster stakeholders so improvements can be made.

VET DELIVERED IN SECONDARY SCHOOLS (VETDSS)

VET Delivered in Secondary Schools (VETDSS) Programs are VET Programs taught to secondary school students which is what the VET Cluster is all about. Certificates II or III are taught at VETDSS level.

WHO MAKES THE DECISIONS ABOUT VET PROGRAMS?

VET Programs have been developed by those who work in the industry, trainers, employers and other specialists. The Department of Education recognises that VET qualifications provide students with a broad range of skills and knowledge which will support them to pursue their career/pathway.

WITHDRAWING FROM CLASS

You have until the last week day in February to withdraw from the VET program, without penalty. Check with your school.

YOUR PATHWAY

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

Information for guardians/parents and students



For more information about the HLEN VET Cluster,
please visit our website on

<https://www.highlandslen.org>

or
scan the QR code



School/VET Coordinator Information:

Flexible Delivery Programs

BGT JOBS & TRAINING CAN DELIVER PROGRAMS IN YOUR REGION

Why?

As identified at the VET Cluster's Strategic Planning Day, it was noted that students who attend school a distance from the centre of Ballarat, find it difficult to attend VET classes, due to transport issues and/or they miss out on casual work opportunities or sporting commitments.

How?

VENUE

BGT Jobs and Training (BGT) have offered to hire a room at a venue close to schools in regional/rural areas, so they can deliver their VET Cluster program. Regional areas include Daylesford, Bacchus Marsh, Melton and Beaufort.

The Cluster is of the belief that RTO staff cannot teach on school grounds, unless they have Victorian Institute of Teaching (VIT) registration or Permission To Teach (PTT).

PROGRAM DETAILS

BGT can train VET Cluster students on the following programs:

BSB30120 Certificate III in Business

CHC30121 Certificate III in Early Childhood & Education

SIR20216 Certificate III in Retail Services (Information available upon request)

Upon negotiation, programs may be partial or full completion. Each year of teaching will be 180 nominal hours.

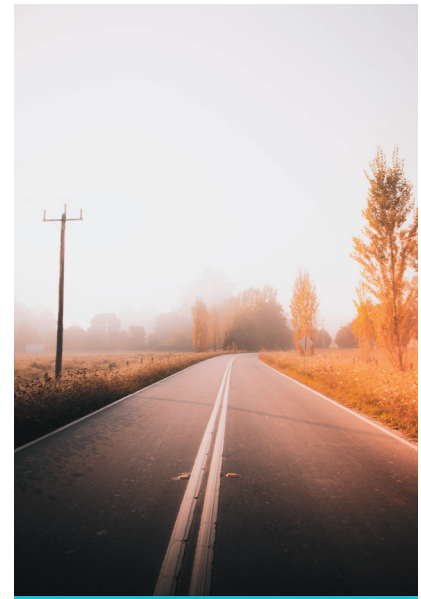
The programs will be for two years and BGT can accept a minimum of ten 1st Year students. If 5 or more 2nd Year students are enrolled, they could also be trained in the regional area at a similar cost to the 1st year cost. Costings will be advised to schools, from the Cluster, upon request.

WHEN

BGT can train VET Cluster school students in the morning or afternoon of a school day that suits the school. The class start date can be negotiated.

HOW TO GET STARTED

Contact the VET Cluster for further details. The Cluster will collaborate with BGT and make all arrangements and create a class on the Database for your students.



bgt.org.au
JOBS + TRAINING



104 Sturt Street, Ballarat Central, 3350
PO BOX 583

Call (03) 4344 4155


Email admin@highlandslen.org

Visit www.highlandslen.org

Social Media


HIGHLANDS LLEN

 www.facebook.com/Highlandsleninc/

 www.linkedin.com/in/highlands-len

VET CLUSTER

 www.facebook.com/VETCluster/

 [@highlandslenvet](https://www.instagram.com/highlandslenvet)

ABN: 46 429 658 543

Cover photograph: Katherine Swagerman

Content photographs: *Unsplash*, *Pixabay* and VET Cluster