The Hobsons Bay VETiS Cluster arrangement is founded on a spirit of co-operation between schools and with the purpose of providing a wider breadth of learning opportunities for students.
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VOCATIONAL EDUCATION AND TRAINING IN SCHOOLS (VET)

Vocational Education and Training refers to senior school studies, which enable a secondary student to combine their VCE or VCAL studies with vocational training. VET is usually a two year program combining general VCE / VCAL studies with accredited vocational education and training.

It enables students to complete a nationally recognised vocational qualification (e.g. Certificate II in Community Services) and VCE/VCAL at the same time. It provides the opportunity to trial a career and helps students explore possible areas of interest which promote further study and work choices.

VET allows students to go directly into employment or receive credit towards further TAFE study. VET matches student interest and career directions through the provision of strong pathways. Important industry specific skills and workplace skills are learnt through the VET program. Upon successful completion of the program, students are awarded a nationally accredited vocational training certificate. A VET in Schools program is usually made up of VCE VET units that are delivered at the student’s school, another school within the Hobsons Bay VET Cluster or at TAFE.

CONTRIBUTION TO THE VCE AND ATAR

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

- VET programs usually have a Unit 1 - 4 structure.
- Of the 16 units that make up the VCE, a number can be VET units.
- All three sequences other than English, can be approved VCE VET Unit 3 and 4 sequences.
- VET programs contribute directly to the ATAR with a study score derived from scored assessment OR as 10% increment as a 5th or 6th subject. However, in some instances there is nil contribution towards ATAR when Units are at 1 and 2 level only.
- For more information, you can access the Victorian Curriculum and Assessment Authority (VCAA) website. [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

CONTRIBUTION TO THE VCAL

- Contributes to the satisfactory completion of the VCAL - Industry Specific Skills
- 90 hours of VET gains one VCAL credit. This usually represents one semester of classes.
- **Structured Workplace Learning (SWL):** Students undertake work with an employer that enables the student to demonstrate their acquired skills and knowledge in an industry setting. During the Structured Workplace Learning, a student will have specific tasks to undertake in order to demonstrate competence. Students will be regularly monitored and may be assessed on the job.

ADVANTAGES OF STUDYING VET

VET INCREASES STUDENTS' LEARNING POTENTIAL

- Broadens VCE/ VCAL options.
- Develops the student's capacity to make decisions and solve problems.
- Helps students to gain confidence and improve communication and interpersonal skills through learning in an adult environment.
- Matches student interest and career directions through the provision of strong pathways.
VET GIVES NATIONAL QUALIFICATIONS AND SKILLS

- Upon successful completion of the program, students are awarded a nationally accredited vocational training certificate.
- VET qualifications articulate directly into further education and training at TAFE and may allow the student credits for higher certificates.
- VET provides access to a range of different technologies related to the workplace.

VET PREPARES STUDENTS FOR THE WORKFORCE

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

TRAVEL ARRANGEMENTS

Some students will be required to travel independently to and from the venue of the VET course they have chosen. There will be a cluster bus provided on a Wednesday and Thursday going to Bayside College, Emmanuel College, Laverton College, Point Cook Senior Secondary College and Williamstown High School (bus times will be provided at the start of 2017). Students are required to find their own way home at the end of class.

STUDENT BEHAVIOUR

Students will abide by the teacher’s rules and the rules of the Delivery School whenever they are on site. This includes meeting Occupational Health and Safety Requirements in and out of the classroom. Attitude and behaviour are to be of the expected standard.

Breaches of safety or serious offences will require students to be sent out of class. This action will result in a meeting between the Home School VET Co-ordinator, a representative from the principal class, a parent and the student. A review of the student’s continued participation in VET will be considered.

DRESS CODE

Students are required to wear their Home School uniform when attending VET programs at delivery schools within the cluster. If attending University or TAFE students must comply with University / TAFE requirements. When students are completing a practical subject, students must bring their required safety or work clothes to the class and change once they have entered the school/venue. Students are not required to wear school uniform on SWL.

STUDENTS ABSENCES

Students are permitted a maximum of 2 absences per semester or 4 for the year. An additional 2 approved absences will be allowed per year for school camps, excursions etc. Any more absences may result in the student not satisfactorily completing the units/modules. Students need to notify their VET Co-ordinators, trainers and/or the workplace in advance.

MAKE-UP CLASSES

Where necessary, students may be required to attend make-up classes after school, during the school holidays or on the weekend.

PUNCTUALITY

All students are expected to arrive on time to class. Students who arrive late will be marked as ‘late’ on the roll and may be asked to make up the missed class time outside regular class hours.

STRUCTURED WORKPLACE LEARNING

Students will meet the Structured Workplace Learning requirements of the course.

ENROLLING IN UNITS 3 & 4

It is highly recommended that students complete Units 1 & 2 before enrolling in Units 3 & 4.
ABSENCE FROM ASSESSED TASK – UNITS 3 & 4

Students who are absent from class, on a day when an assessed task is held must:
- Phone their VET Coordinator at school and their VET classroom teacher by 9.00 am.
- Provide a detailed parental note immediately on return to school. A copy should be given to the VET Coordinator, and a copy sent to the VET classroom teacher. 
  AND
- Provide a Doctor’s Certificate, immediately on return to school. The original to be given to the VET Coordinator, and a copy sent to the VET classroom teacher.

The VET Coordinator in conjunction with the VET classroom teacher will determine whether the absence is excused and whether rescheduling the missed task will be granted. Students who fail to report to their VET Coordinators on their first day back will not have their assessment task rescheduled.

FAILURE TO ABIDE BY THE ABOVE COMMITMENTS MAY RESULT IN STUDENT WITHDRAWAL FROM THE PROGRAM.

STUDENT CHARGES FOR VET

Please be aware that there is a student charge for all VET programs. VET programs can be very expensive and so the cost of the program should be considered carefully before selecting a VET. Please see your VET Co-ordinator for charges for 2017. Please be aware that there is no REFUND if you do not withdraw from the VET program before the withdrawal date (usually the end of February). Please see your VET Co-ordinator for details about withdrawing.

MINIMUM CLASS SIZES and CHANGES TO PROGRAMS

Please be aware that if numbers are insufficient to meet a minimum class size the VET program will be withdrawn.
Please note the following arrangements and course outlines are subject to change. Courses delivered at different sites may include modules which vary from the sample course outline included in this booklet. Students will be notified of changes prior to course commencement.
VETiS CLUSTER PROGRAMS

CERTIFICATE III in ALLIED HEALTH ASSISTANCE

Description: Certificate III in Allied Health Assistance covers workers who, under direct supervision, provide assistance to allied health professionals. Core units of competency in the program include: assist with an allied health program, recognised healthy body systems in a health care context and assist with client movement.

Career opportunities: Certificate III in Allied Health Assistance may lead to employment as an allied health assistant in the areas of podiatry, physiotherapy, speech, pathology or occupational therapy. Through a higher education pathway, future employment outcomes may include physiotherapist, pharmacist, dietician or doctor.

CERTIFICATE CODE: HLT32412
TYPE: VES
RTO NAME: Gordon TAFE
VCE CREDIT: Two x Unit 3 & 4 sequences
ATAR: Scored assessment
VCAL: Contributes to the Industry strand of VCAL
SWL: COMPULSORY WORK PLACEMENT of 10 days

YEAR 1

VCE UNITS: UNITS 1 & 2
DAY & TIME: Thursday PM
DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE

<table>
<thead>
<tr>
<th>CODE</th>
<th>MODULE</th>
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<tbody>
<tr>
<td>HLTWHS200A</td>
<td>Participate in WHS processes</td>
</tr>
<tr>
<td>BSBFLM303C</td>
<td>Contribute to effect workplace relations</td>
</tr>
<tr>
<td>HLTCS201D</td>
<td>Maintain high standard of client services</td>
</tr>
<tr>
<td>HLTCS203D</td>
<td>Prepare and maintain beds</td>
</tr>
<tr>
<td>HLTCS208D</td>
<td>Transport clients</td>
</tr>
<tr>
<td>HLTCS205CD</td>
<td>Assist in client movement</td>
</tr>
<tr>
<td>HLTCS206D</td>
<td>Respond effect to behaviours of concern</td>
</tr>
<tr>
<td>HLTA003D</td>
<td>Apply first aid</td>
</tr>
<tr>
<td>HLTHIR301C</td>
<td>Communicate and work effectively in health</td>
</tr>
<tr>
<td>HLTHIN301C</td>
<td>Comply with infection control policies</td>
</tr>
<tr>
<td>BSBADM101A</td>
<td>Use business equipment and resources</td>
</tr>
<tr>
<td>BSBWOR203B</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td>HLTHSE204D</td>
<td>Follow safe manual handling and practices</td>
</tr>
</tbody>
</table>

YEAR 2

VCE UNITS: UNITS 3 & 4
DAY & TIME: Wednesday PM
DELIVERY VENUE: BAYSIDE P-12 COLLEGE

<table>
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<tr>
<th>CODE</th>
<th>MODULE</th>
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</thead>
<tbody>
<tr>
<td>BSBMED305B</td>
<td>Apply the principles of confidentiality, privacy and security within a medical environment</td>
</tr>
<tr>
<td>BSBMED301B</td>
<td>Interpret and apply medical terminology appropriately</td>
</tr>
<tr>
<td>HLTAH301C</td>
<td>Assist with an allied health program</td>
</tr>
<tr>
<td>HLTHAP301B</td>
<td>Recognise healthy body systems in a health care context</td>
</tr>
<tr>
<td>BSBINM301A</td>
<td>Organise workplace information</td>
</tr>
<tr>
<td>HLTCS204D</td>
<td>Support the care of clients</td>
</tr>
<tr>
<td>HLTHIR404D</td>
<td>Work effectively with Aboriginal &amp;/or Torres Strait Islander people</td>
</tr>
<tr>
<td>HLTHIR403C</td>
<td>Work effectively with culturally diverse clients and co-workers</td>
</tr>
</tbody>
</table>

*These modules may change in 2017
CERTIFICATE III in APPLIED FASHION DESIGN & TECHNOLOGY

Description: This certificate provides students with basic design and development skills and knowledge to prepare them for work in the fashion industry. This is a hands-on qualification that allows for some creative expression to develop and be displayed in the practical projects undertaken. Students will be provided with the opportunity to acquire and develop skills in sewing, design processes, working with patterns, applying quality standards and interpreting basic sketches, identifying fibres and fabrics, fabric performance and handling, garment repairs, alterations, basic patternmaking principles, preparing and marketing design concepts.

Career opportunities: Completion of Certificate II in Applied Fashion Design and Technology can provide students with the opportunity to be employed as a junior in the fashion industry. Completion of the Certificate III prepares students for supervisory roles, specialised technical tasks or multi-skilled roles within a production environment. With additional training and experience, employment opportunities may include clothing tradesperson, product tester/inspector, product dispatcher, garment cutter, pattern maker, designer or milliner. Established fashion designers can also undertake careers in small business focusing on the production of individual garments or seasonal clothing ranges.

CERTIFICATE CODE: LMT21707 & selected modules from LMT31407
TYPE: VES
RTO NAME: KANGAN INSTITUTE
VCE CREDIT: Up to 4 units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR: No scored assessment. Counted as a 5th or 6th subject and contributes 10% of the average of the primary 4 scaled scores
VCAL : Contributes to the Industry strand of VCAL

YEAR 1

VCE UNITS: UNITS 1 & 2
DAY & TIME: Thursday PM
DELIVERY SCHOOL: POINT COOK SENIOR SECONDARY COLLEGE

<table>
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<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
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</thead>
<tbody>
<tr>
<td>LMTGN2001B</td>
<td>Follow defined OH&amp;S policies and procedures</td>
</tr>
<tr>
<td>LMTGN2002B</td>
<td>Apply quality standards</td>
</tr>
<tr>
<td>LMTCL2001B</td>
<td>Using a sewing machine</td>
</tr>
<tr>
<td>LMTFD2001B</td>
<td>Design and produce a simple garment</td>
</tr>
<tr>
<td>LMTFD2005B</td>
<td>Identify design process for fashion designs</td>
</tr>
<tr>
<td>LMTCL2004B</td>
<td>Sew components</td>
</tr>
<tr>
<td>LMTCL2010B</td>
<td>Modify patterns to create basic styles</td>
</tr>
<tr>
<td>LMTCL2011B</td>
<td>Draw and interpret a simple sketch</td>
</tr>
<tr>
<td>LMTGN2003B</td>
<td>Work in the textiles, clothing and footwear industry</td>
</tr>
</tbody>
</table>

YEAR 2

VCE UNITS: UNITS 3 & 4
DAY & TIME: Wednesday PM
DELIVERY SCHOOL: POINT COOK SENIOR SECONDARY COLLEGE

<table>
<thead>
<tr>
<th>CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMTCL2003B</td>
<td>Identify fibres and fabrics</td>
</tr>
<tr>
<td>MSAENV272B</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>LMTCL3002B</td>
<td>Prepare and produce a sewn garment</td>
</tr>
<tr>
<td>LMTFD3003B</td>
<td>Prepare a design concept for a simple garment</td>
</tr>
<tr>
<td>LMTCL3007B</td>
<td>Embellish garment by hand or machine</td>
</tr>
</tbody>
</table>

*These modules may change in 2017
CERTIFICATE II in AUTOMOTIVE STUDIES (LIGHT VEHICLES/PETROL)

To provide students with the skills and ability to achieve competencies which will enhance their employment and further training prospects within the automotive and automotive related industries. The Certificate II in Automotive Studies provides students with a broad base of skills necessary to maintain and service a wide range of motor vehicles. This solid grounding in the principles of automotive maintenance and repair will give you a head start in gaining an automotive apprenticeship.

CERTIFICATE CODE: 22015VIC
TYPE: VFE
RTO NAME: KANGAN INSTITUTE
VCE CREDIT: Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR: No scored assessment. Counted as a 5th or 6th subject and contributes 10% of the average of the primary 4 scaled scores
VCAL: Contributes to the Industry strand of VCAL
SWL: 10 days per year is recommended

YEAR 1
VCE UNITS: UNITS 1& 2
DAY & TIME: Thursday PM
DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
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</thead>
<tbody>
<tr>
<td>AURC270103A</td>
<td>Apply safe working practices</td>
</tr>
<tr>
<td>AURT270278A</td>
<td>Use &amp; maintain workplace tools/equipment</td>
</tr>
<tr>
<td>VBN644</td>
<td>Carry out industry research</td>
</tr>
<tr>
<td>VBN654</td>
<td>Remove and replace carburettor</td>
</tr>
<tr>
<td>VBN656</td>
<td>Remove and replace fuel pump</td>
</tr>
<tr>
<td>VBN657</td>
<td>Dismantle and assemble fuel pump</td>
</tr>
<tr>
<td>VBN666</td>
<td>Remove and replace wheel/tyre assembles</td>
</tr>
<tr>
<td>VBN674</td>
<td>Remove and refit batteries</td>
</tr>
<tr>
<td>VBB675</td>
<td>Recharge batteries</td>
</tr>
<tr>
<td>VPAU209</td>
<td>Participate in basic vehicle servicing operations</td>
</tr>
</tbody>
</table>

YEAR 2
VCE UNITS: UNITS 3& 4
DAY & TIME: Wednesday PM
DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
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<tbody>
<tr>
<td>AURT225667A</td>
<td>Use and maintain measuring equipment</td>
</tr>
<tr>
<td>VBN651</td>
<td>Dismantle/assemble engine 4 stroke single cylinder</td>
</tr>
<tr>
<td>VBN655</td>
<td>Dismantle and assemble carburettor</td>
</tr>
<tr>
<td>VBN662</td>
<td>Remove and replace clutch assembly</td>
</tr>
<tr>
<td>VBN663</td>
<td>Remove/replace suspension, front springs</td>
</tr>
<tr>
<td>VBN668</td>
<td>Operate electrical test equipment</td>
</tr>
<tr>
<td>VBN671</td>
<td>Dismantle and assemble an alternator</td>
</tr>
</tbody>
</table>

*These modules may change in 2017
**CERTIFICATE II in AUTOMOTIVE STUDIES (DIESEL)**

The Certificate II in Automotive Studies (Diesel) trains students with knowledge and skills to gain competency in carrying out service and repair procedures. Through this qualification, students will develop the competencies required to repair and service diesel engines and associated components. After completion of this course and sufficient industry experience, students may seek trade recognition in Automotive Diesel.

This certificate will provide pathways to:
- Apprenticeships/Traineeships in the Automotive Industry
- TAFE courses in the Automotive Industry
- Auto-Mechanical / Body Fitting / Electrical /Diesel

**CERTIFICATE CODE:** 22015VIC

**TYPE:** VES

**RTO NAME:** KANGAN INSTITUTE

**VCE CREDIT:** Two units at Units 1 and 2, and a Units 3 and 4 sequence

**ATAR:** No scored assessment. Counted as a 5th or 6th subject and contributes 10% of the average of the primary 4 scaled scores

**VCAL:** Contributes to the Industry strand of VCAL

**SWL:** 10 days per year is recommended

**YEAR 1**

**VCE UNITS:** UNITS 1 & 2

**DAY & TIME:** Thursday PM

**DELIVERY SCHOOL:** POINT COOK SENIOR SECONDARY COLLEGE

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
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</thead>
<tbody>
<tr>
<td>AURC270103A</td>
<td>Apply safe working practices</td>
</tr>
<tr>
<td>AURT225667A</td>
<td>Use and maintain measuring equipment</td>
</tr>
<tr>
<td>AURT270278A</td>
<td>Use &amp; maintain workplace tools/equipment</td>
</tr>
<tr>
<td>VBN644</td>
<td>Carry out industry research</td>
</tr>
<tr>
<td>VBN653</td>
<td>Remove and assemble engine cylinder head</td>
</tr>
<tr>
<td>VBN666</td>
<td>Remove and replace wheel/tyre assembles</td>
</tr>
<tr>
<td>VBN668</td>
<td>Operate electrical test equipment</td>
</tr>
<tr>
<td>VPAU209</td>
<td>Participate in basic vehicle servicing operations</td>
</tr>
</tbody>
</table>

**YEAR 2**

**VCE UNITS:** UNITS 3 & 4

**DAY & TIME:** Wednesday PM

**DELIVERY SCHOOL:** POINT COOK SENIOR SECONDARY COLLEGE

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
</tr>
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<tbody>
<tr>
<td>VBN646</td>
<td>Set up and use welding equipment</td>
</tr>
<tr>
<td>VBN652</td>
<td>Dismantle &amp; assemble engine four stroke multicylinder (petrol)</td>
</tr>
<tr>
<td>VBN659</td>
<td>Dismantle and assemble transmission, manual (convention)</td>
</tr>
<tr>
<td>VBN663</td>
<td>Remove/replace suspension, front springs</td>
</tr>
<tr>
<td>VBN675</td>
<td>Recharge batteries</td>
</tr>
<tr>
<td>VBN676</td>
<td>Construct basic electronic circuits</td>
</tr>
</tbody>
</table>

*These modules may change in 2017*
**CERTIFICATE II in BUILDING & CONSTRUCTION (CARPENTRY PRE-APPRENTICESHIP)**

**Description:** This course will equip you with comprehensive skills and knowledge to enter the carpentry or building trades. The course is designed to enhance your carpentry and/or associated building trades prospects and gives you an introduction to the industry specific trade skills such as hand and power tools and also the requirements of occupational health and safety procedures within the industry.

**Career opportunities:** The immediate pathway and career opportunity is into a full-time apprenticeship in carpentry. Once indentured as an apprentice you will receive a training credit of up to 480 hours which reduces the off-the-job training requirement. Other career paths within the construction industry include building site maintenance, foremanship, building administration, estimation, building inspection, drafting (architectural) and electronic. Tertiary pathways/degrees qualifications include building, building engineering, building surveying, architecture, civil/electrical/electronics, interior design and mechanical engineering.

**NOTE:** It is a requirement that students wanting the full pre-apprenticeship must attend 4-5 weeks of full day classes at the end of the Year 1 and 2 after exams have finished. To be eligible students must be competent in all the modules delivered during the year. There is an extra $200 fee for this part of the program.

**CERTIFICATE CODE:** 22216VIC

**TYPE:** VES

**RTO NAME:** FEDERATION UNIVERSITY

**VCE CREDIT:** Minimum two units at Units 1 and 2, and a Units 3 and 4 sequence

**ATAR:** No scored assessment. Counted as a 5th or 6th subject and contributes 10% of the average of the primary 4 scaled scores

**VCAL:** Contributes to the Industry strand of VCAL

**SWL:** 10 days per year is recommended

**YEAR 1**

**VCE UNITS:** UNITS 1 & 2

**DAY & TIME:** Thursday 9-5pm

**DELIVERY SCHOOL:** BAYSDIE P-12 COLLEGE (PAISLEY CAMPUS)

<table>
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<tr>
<th>MODULE CODE</th>
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<tbody>
<tr>
<td>CPCCOHS1001A</td>
<td>Work safely in the construction industry</td>
</tr>
<tr>
<td>VU 20955</td>
<td>Workplace safety and site induction</td>
</tr>
<tr>
<td>VU 20982</td>
<td>Basic environmental sustainability in carpentry</td>
</tr>
<tr>
<td>VU 20956</td>
<td>Building structures</td>
</tr>
<tr>
<td>VU 20957</td>
<td>Calculations for the building industry</td>
</tr>
<tr>
<td>VU 20963</td>
<td>Safe handling and use of plant and selected power tools</td>
</tr>
<tr>
<td>VU 20971</td>
<td>Carpentry hand tools</td>
</tr>
<tr>
<td>HLTFA211A</td>
<td>Provide basic emergency life support</td>
</tr>
<tr>
<td>VU20980</td>
<td>Introduction to demolition</td>
</tr>
<tr>
<td>VU20981</td>
<td>Formwork for concrete</td>
</tr>
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**YEAR 2**

**VCE UNITS:** UNITS 3 & 4

**DAY & TIME:** Wednesday 11-5pm

**DELIVERY SCHOOL:** BAYSDIE P-12 COLLEGE (PAISLEY CAMPUS)

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<tr>
<td>VU 20961</td>
<td>Levelling</td>
</tr>
<tr>
<td>VU 20964</td>
<td>Workplace documents and plans</td>
</tr>
<tr>
<td>VU20973</td>
<td>Basic setting out</td>
</tr>
<tr>
<td>VU20974</td>
<td>Sub floor framing</td>
</tr>
<tr>
<td>VU20975</td>
<td>Wall framing</td>
</tr>
<tr>
<td>VU20976</td>
<td>Roof framing</td>
</tr>
<tr>
<td>VU20977</td>
<td>External cladding</td>
</tr>
</tbody>
</table>

*These modules may change in 2017*
CERTIFICATE III in BUSINESS

The VCE VET Business program offers essential cross-industry skills for all enterprises. The Certificate III in Business provide a pathway for students wishing to continue on with their business studies into higher education.

**Description:** Certificate II with selected units from Certificate III offers a narrower choice of electives but provides students with a Units 3 and 4 sequence and scored assessment. Units 3 and 4 of the program incorporate units such as organising work priorities, organising workplace information, promoting innovation and design and producing business documents.

**Career opportunities:** This Certificate provides students with the knowledge and skills to enhance their employment prospects in a business or office environment and assist students to gain employment opportunities in an entry level administrative or customer service role.

**CERTIFICATE CODE:** BSB30115  
**TYPE:** VES  
**RTO NAME:** TBA  
**VCE CREDIT:** Up to three units at Units 1 and 2, and a Units 3 and 4 sequence  
**ATAR:** Scored assessment  
**VCAL:** Contributes to the Industry strand of VCAL

*(Modules Subject to Change for 2017)*

**YEAR 1**

**VCE UNITS: UNITS 1 & 2**

**DAY & TIME:** Thursday PM  
**DELIVERY SCHOOL:** BAYSIDE P-12 COLLEGE

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS201A</td>
<td>Contribute to health and safety of others</td>
</tr>
<tr>
<td>BSBCUS201B</td>
<td>Deliver a service to customers</td>
</tr>
<tr>
<td>BSBIND201A</td>
<td>Work effectively in a business environment</td>
</tr>
<tr>
<td>BSBINM202A</td>
<td>Handle mail</td>
</tr>
<tr>
<td>BSBCM201A</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>BSBITU201A</td>
<td>Produce simple word processed documents</td>
</tr>
<tr>
<td>BSBITU202A</td>
<td>Create and use spreadsheets</td>
</tr>
<tr>
<td>BSBITU203A</td>
<td>Communicate electronically</td>
</tr>
<tr>
<td>BSBSUS201A</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>BSBWOR202A</td>
<td>Organise and complete daily work activities</td>
</tr>
<tr>
<td>BSBWOR204A</td>
<td>Use business technology</td>
</tr>
<tr>
<td>BSBINM201A</td>
<td>Process and maintain workplace information</td>
</tr>
</tbody>
</table>

**YEAR 2**

**VCE UNITS: UNITS 1 & 2**

**DAY & TIME:** Wednesday PM  
**DELIVERY SCHOOL:** BAYSIDE P-12 COLLEGE

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWOR301A</td>
<td>Organise work priorities and development</td>
</tr>
<tr>
<td>BSBINM301A</td>
<td>Organise workplace information</td>
</tr>
<tr>
<td>BSBITU306A</td>
<td>Produce business documents</td>
</tr>
<tr>
<td>BSBCUS301B</td>
<td>Deliver and monitor a service to customers</td>
</tr>
<tr>
<td>BSBBPRO301A</td>
<td>Recommend products and services</td>
</tr>
</tbody>
</table>

*These modules may change in 2017*
CERTIFICATE II in HOSPITALITY and CERTIFICATE II in KITCHEN OPERATIONS

Description: This qualification provides the practical skills and knowledge to be competent in a range of activities and functions in hospitality venues where food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs, cafes and coffee shops. Year 1 covers modules in both Front of House and Kitchen streams. Year 2/Units 3 and 4 offer scored assessment and incorporate units from the Kitchen stream OR Front of House Stream.

CERTIFICATE CODES: SIT20213 CERTIFICATE II in HOSPITALITY
TYPE: VES
RTO NAME: AUSTRALIAN INSTITUTE OF EDUCATION AND TRAINING (AIET)
VCE CREDIT: Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR: Scored assessment

YEAR 1
VCE UNITS: UNITS 1 & 2
DELIVERY SCHOOL: LAVERTON P-12 COLLEGE    DAY & TIME: Thursday PM

<table>
<thead>
<tr>
<th>CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWOR203B</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td>SITHIND102</td>
<td>Prepare simple dishes</td>
</tr>
<tr>
<td>SITHIND201</td>
<td>Source and use information on the hospitality industry</td>
</tr>
<tr>
<td>SITXFSA101</td>
<td>Use hygienic practices for food safety</td>
</tr>
<tr>
<td>SITXINV202</td>
<td>Maintain the quality of perishable items</td>
</tr>
<tr>
<td>SITXWS101</td>
<td>Participate in safe work practices</td>
</tr>
<tr>
<td>SITHFAB201</td>
<td>Provide responsible service of alcohol</td>
</tr>
<tr>
<td>SITHCCC103</td>
<td>Prepare sandwiches</td>
</tr>
<tr>
<td>SITHIND202</td>
<td>Use hospitality skills effectively</td>
</tr>
<tr>
<td>SITXCS303</td>
<td>Interact with customers</td>
</tr>
<tr>
<td>SITXCS303</td>
<td>Provide service to customers</td>
</tr>
<tr>
<td>SITXCOM201</td>
<td>Show social and cultural sensitivity</td>
</tr>
<tr>
<td>SITHCCC101</td>
<td>Use food preparation equipment</td>
</tr>
<tr>
<td>SITHCCC201</td>
<td>Produce dishes using basic method of cookery</td>
</tr>
<tr>
<td>SITXCC201</td>
<td>Clean kitchen premises and equipment</td>
</tr>
</tbody>
</table>

YEAR 2 Kitchen Stream SIT20312 CERTIFICATE II in KITCHEN OPERATION
VCE UNITS: UNITS 3 & 4
DELIVERY SCHOOL: LAVERTON P-12 COLLEGE    DAY & TIME: Thursday PM

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITHCCC202</td>
<td>Prepare appetisers and salads</td>
</tr>
<tr>
<td>SITHCCC203</td>
<td>Prepare stocks, sauces and soups</td>
</tr>
<tr>
<td>SITHCCC204</td>
<td>Prepare vegetables, fruit, eggs and farinaceous dishes</td>
</tr>
<tr>
<td>SITHCCC207</td>
<td>Use cookery skills effectively</td>
</tr>
<tr>
<td>CITXINV301</td>
<td>Purchase goods</td>
</tr>
</tbody>
</table>

YEAR 2 Front of House Stream SIT20312 CERTIFICATE II in KITCHEN OPERATION
VCE UNITS: UNITS 3 & 4
DELIVERY SCHOOL: LAVERTON P-12 COLLEGE    DAY & TIME: Thursday PM

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>SITHFAB203</td>
<td>Prepare and serve non-alcoholic beverages</td>
</tr>
<tr>
<td>SITHFAB204</td>
<td>Prepare and serve espresso coffee</td>
</tr>
<tr>
<td>SITHFAB206</td>
<td>Serve food and beverage</td>
</tr>
<tr>
<td>SITHFAB309</td>
<td>Provide advice on food</td>
</tr>
<tr>
<td>SITXFIN201</td>
<td>Process financial transactions</td>
</tr>
</tbody>
</table>

*These modules may change in 2017*
**CERTIFICATE II in COMMUNITY SERVICES WORK**

**Description:** VCE VET Community Services program offers students the opportunity to learn about the community services sector and explore specific contexts of work. They will develop skills in communication, information provision and processing, administration support, networking and group support. Units 3 and 4 offers scored assessment and incorporates units such as working effectively with young people and operating under a casework framework.

**Career opportunities:** Certificate II in Community Services can provide pathways into work or further study in community services, in areas such as child care, aged care, home and community care, alcohol and other drugs work, disability work, social housing or mental health work. With additional training and experience, future employment opportunities may include a community health worker, counsellor, school support worker, case manager. Pathways are also available from this qualification into the Health Training Package in areas such as allied health assistance and nursing. Further study can also be undertaken in the higher education sector in areas such as social work and education.

**CERTIFICATE CODE:** CHC20112

**TYPE:** VES

**RTO NAME:** IVET

**VCE CREDIT:** Three units at Units 1 and 2, and a Units 3 and 4 sequence

**ATAR:** Scored assessment

**VCAL:** Contributes to the Industry strand of VCAL

**SWL:** 10 days per year recommended

### YEAR 1

**VCE UNITS: UNITS 1&2**

**DAY & TIME:** Thursday PM

**DELIVERY SCHOOL:** BAYSIDE P-12 COLLEGE (PAISLEY CAMPUS)

<table>
<thead>
<tr>
<th>CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCCS211B</td>
<td>Prepare for work in the community sector</td>
</tr>
<tr>
<td>CHCCOM201C</td>
<td>Communicate with people accessing the service</td>
</tr>
<tr>
<td>HLTFA311A</td>
<td>Apply First Aid</td>
</tr>
<tr>
<td>HLTWHS200A</td>
<td>Participate in the WHS processes</td>
</tr>
<tr>
<td>CHCORG201C</td>
<td>Follow policies, procedures and programs of the organisation</td>
</tr>
<tr>
<td>CHCORG202C</td>
<td>Work with others</td>
</tr>
<tr>
<td>CHCF201C</td>
<td>Support the development of children</td>
</tr>
<tr>
<td>CHCF316D</td>
<td>Provide food services</td>
</tr>
<tr>
<td>CHCDIS220B</td>
<td>Prepare of disability work</td>
</tr>
</tbody>
</table>

### YEAR 2

**VCE UNITS: UNITS 3&4**

**DAY & TIME:** Wednesday PM

**DELIVERY SCHOOL:** BAYSIDE P-12 COLLEGE (PAISLEY CAMPUS)

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCHR401C</td>
<td>Work effectively in the leisure and health industry</td>
</tr>
<tr>
<td>CHCCS421B</td>
<td>Undertake community sector work within own community</td>
</tr>
<tr>
<td>CHCAD401D</td>
<td>Advocate for clients</td>
</tr>
<tr>
<td>CHCCW301C</td>
<td>Operate under a casework framework</td>
</tr>
<tr>
<td>CHGROUP302D</td>
<td>Support group activities</td>
</tr>
<tr>
<td>CHCYTH301E</td>
<td>Work effectively with young people</td>
</tr>
</tbody>
</table>

*These modules may change in 2017*
CERTIFICATE III in EARLY CHILDHOOD EDUCATION & CARE

The Certificate III in Early Childhood Education & Care (formerly called Children’s Services) prepares students to be competent in a range of skills, knowledge and attributes identified by the Children’s Services sector. The course has specialist children services units to enable work in child care centres when completed.

CERTIFICATE CODE: CHC30113
TYPE: VFE
RTO NAME: WYNDHAM COMMUNITY & EDUCATION CENTRE
VCE CREDIT: Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR: No scored assessment. Counted as a 5th or 6th subject and contributes 10% of the average of the primary 4 scaled scores

YEAR 1

VCE UNITS: UNITS 1&2
DAY & TIME: Thursday PM
DELIVERY SCHOOL: LAVERTON P-12 COLLEGE

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCORG303C</td>
<td>Participate effectively in the work environment</td>
</tr>
<tr>
<td>HLTWHS001</td>
<td>Participate in workplace health and safety</td>
</tr>
<tr>
<td>CHCECE002</td>
<td>Ensure the health &amp; safety of children</td>
</tr>
<tr>
<td>CHCECE009</td>
<td>Use an approved learning framework to guide practice</td>
</tr>
<tr>
<td>CHCECE005</td>
<td>Provide care for babies and toddlers</td>
</tr>
<tr>
<td>CHCECE003</td>
<td>Provide care for children</td>
</tr>
<tr>
<td>CHCECE004</td>
<td>Promote and provide healthy food and drinks</td>
</tr>
<tr>
<td>CHCPRT001</td>
<td>Identify &amp; respond to children &amp; young people at risk</td>
</tr>
<tr>
<td>CHCPRT003</td>
<td>Work collaboratively to maintain an environment safe for children and young people</td>
</tr>
<tr>
<td>CHCCS400C</td>
<td>Work within a relevant legal and ethical framework</td>
</tr>
</tbody>
</table>

YEAR 2

VCE UNITS: UNITS 3&4
DAY & TIME: Wednesday PM
DELIVERY SCHOOL: WYNDHAM COMMUNITY & EDUCATION CENTRE, WAYAPERRI HOUSE

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHCECE013</td>
<td>Use information about children to inform practice</td>
</tr>
<tr>
<td>CHCECE010</td>
<td>Support the holistic development of children in early childhood</td>
</tr>
<tr>
<td>CHCECE011</td>
<td>Provide experiences to support children’s play and learning</td>
</tr>
<tr>
<td>CHCECE007</td>
<td>Develop positive and respectful relationships with children</td>
</tr>
<tr>
<td>CHCECE006</td>
<td>Support behaviour of children and young people</td>
</tr>
<tr>
<td>CHCECE002</td>
<td>Ensure the health and safety of children</td>
</tr>
<tr>
<td>CHCECE001</td>
<td>Develop cultural competence</td>
</tr>
<tr>
<td>HLTTHIR404D</td>
<td>Work effectively with Aboriginal and/or Torres Strait Islander people</td>
</tr>
<tr>
<td>HLTDAID004</td>
<td>Provide an emergency first aid response in an education and care setting</td>
</tr>
</tbody>
</table>

*These modules may change in 2017*
CERTIFICATE II in ELECTROTECHNOLOGY (ELECTRICAL PRE-APPRENTICESHIP)

Course Aims: The Certificate II in Electrotechnology (Pre-Apprenticeship) aims to provide students with the knowledge and skills to achieve units of competence that will enhance their employment prospects in the electrical industry. It also provides students with increased opportunities of gaining an electrical apprenticeship.

The program also provides experiences in and knowledge of occupations at Electrotechnology trade level enabling students to make informed choices in the selection of career paths. Students will also gain their Electrical Refrigeration qualification.

Career Opportunities: This certificate will prepare students for entry level employment in the Electrical Industry and enhance their opportunity in gaining an electrical apprenticeship. Potential career opportunities include self-employed electrician, site/factory electrician, electrical inspector.

CERTIFICATE CODE: 22261VIC
TYPE: VFE
RTO NAME: BENDIGO KANGAN INSTITUTE
VCE CREDIT: Up to 3 units at Units 1 and 2 and a Unit 3&4 sequence.
ATAR: No scored assessment. Counted as a 5th or 6th subject and contributes 10% of the average of the primary 4 scaled scores
SWL: 10 days per year recommended

YEAR 1

VCE UNITS: UNITS 1&2
DAY & TIME: Thursday ALL DAY
DELIVERY SCHOOL: EMMANUEL COLLEGE (NOTRE DAME CAMPUS)

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCOHS1001A</td>
<td>Work safely in the construction industry</td>
</tr>
<tr>
<td>HLTAID002</td>
<td>Provide basic emergency life support</td>
</tr>
<tr>
<td>UEEENEE101A</td>
<td>Apply occupational health and safety regulations, codes and practices in the workplace</td>
</tr>
<tr>
<td>UEEENEE102A</td>
<td>Fabricate, assemble &amp; dismantle utilities industry components</td>
</tr>
<tr>
<td>UEEENEE103A</td>
<td>Solve problems in ELV single path circuits</td>
</tr>
<tr>
<td>UEEENEE105A</td>
<td>Fix and secure Electrotechnology equipment</td>
</tr>
<tr>
<td>UEEENEE142A</td>
<td>Produce products for carrying out energy sector work</td>
</tr>
<tr>
<td>UEEENEE148A</td>
<td>Carry out routine work activities in an energy sector work</td>
</tr>
<tr>
<td>UEEENEP024A</td>
<td>Attach cords and plugs to electrical equipment for connection to a single phase 230 volt supply</td>
</tr>
</tbody>
</table>

YEAR 2

VCE UNITS: UNITS 3 & 4
DAY & TIME: Wednesday ALL DAY
DELIVERY SCHOOL: EMMANUEL COLLEGE (NOTRE DAME CAMPUS)

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>UEEENEE130A</td>
<td>Provide solutions and report on routine Electrotechnology</td>
</tr>
<tr>
<td>UEEENEE1102A</td>
<td>Prepare and connect refrigeration tubing and fittings</td>
</tr>
<tr>
<td>UEEENEE103A</td>
<td>Establish the basic operating conditions of vapour compression systems</td>
</tr>
<tr>
<td>UEEENEE142A</td>
<td>Produce products for carrying out in an energy sector environment</td>
</tr>
<tr>
<td>UEEENEE104A</td>
<td>Establish the basic operating conditions of air conditioning systems</td>
</tr>
<tr>
<td>UEEENEE148A</td>
<td>Carry out routine works in an energy sector environment</td>
</tr>
<tr>
<td>UEEENEE179A</td>
<td>Identify and select components for energy sector works</td>
</tr>
<tr>
<td>UEEENEP024A</td>
<td>Attach Cords and Plugs To Electrical Equipment For Connection</td>
</tr>
<tr>
<td>UEEENEE122A</td>
<td>Carry out preparatory energy sector work activities</td>
</tr>
</tbody>
</table>

*These modules may change in 2017*
**CERTIFICATE II in ENGINEERING STUDIES**

**Description:** Certificate II in Engineering Studies provides students with the skills and knowledge to undertake an apprenticeship in the engineering trades. Units 1 and 2 cover areas in basic machine processing, fabrication techniques, using power tools and using computers for engineering related work activities. Depending on the electives chosen, Units 3 and 4 offers scored assessment and incorporates units such as producing basic engineering sketches and drawings, handling engineering materials and assembling and testing electronic engineering equipment and making it operational.

**Career opportunities:** Certificate II in Engineering Studies provides a pathway into an engineering apprenticeship or traineeship which can lead into a range of careers in the engineering and manufacturing industries, including roles in conception, design, manufacture, installation and repair of a wide range of products. As a qualified tradesperson, occupations may include boiler maker, welder, tool/die maker, hydraulics/avionics/mechanical technician, draftsperson, mechanical fitter. This qualification also provides a pathway for students considering para professional careers in the engineering industry such as a Mechanical Engineer.

**CERTIFICATE CODE:** 22209VIC  
**TYPE:** VES  
**RTO NAME:** KANGAN INSTITUTE  
**VCE CREDIT:** Two units at Units 1 and 2, and a Units 3 and 4 sequence  
**ATAR:** Scored assessment  
**SWL:** 10 days per year recommended

**YEAR 1**

**VCE UNITS:** UNITS 1 & 2  
**DAY & TIME:** Thursday 9.00am-3.00pm ALL DAY  
**DELIVERY SCHOOL:** LAVERTON P-12 COLLEGE

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEM 13014A</td>
<td>Apply principles OH&amp;S in work environment</td>
</tr>
<tr>
<td>MEM16006A</td>
<td>Organise and communicate information</td>
</tr>
<tr>
<td>MEM16008A</td>
<td>Interact with computing technology</td>
</tr>
<tr>
<td>MEM18001C</td>
<td>Use hand tools</td>
</tr>
<tr>
<td>MEM 18002B</td>
<td>Use power tools/hand held operations</td>
</tr>
<tr>
<td>VU20909</td>
<td>Produce basic engineering sketches and drawings</td>
</tr>
<tr>
<td>VU20912</td>
<td>Perform basic machining processes</td>
</tr>
<tr>
<td>VU20913</td>
<td>Apply basic fabrication techniques</td>
</tr>
</tbody>
</table>

**YEAR 2**

**VCE UNITS:** UNITS 3 & 4  
**DAY & TIME:** Wednesday 9.00am-3.00pm ALL DAY  
**DELIVERY SCHOOL:** LAVERTON P-12 COLLEGE

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>VU20910</td>
<td>Produce basic engineering sketches and drawings</td>
</tr>
<tr>
<td>MEM12024A</td>
<td>Perform computations</td>
</tr>
<tr>
<td>VU20911</td>
<td>Handle engineering materials</td>
</tr>
<tr>
<td>MSS402040A</td>
<td>Apply 5S procedures</td>
</tr>
<tr>
<td>MSAENV272B</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>VU20903</td>
<td>Produce basic engineering components and products using fabrication or machining</td>
</tr>
</tbody>
</table>

*These modules may change in 2017*
BERTRATE II in HORTICULTURE/PARKS & GARDENS

Certificate II is regarded as an entry level course. Graduates will have skills and knowledge to become a valued and productive employee within the Amenity Horticulture Industry. Graduates assist with planting and maintaining lawns, shrubs and garden beds in public or private gardens and parks. Upon successful completion of the Certificate II in Parks and Gardens students may go on to study the Certificate III in Parks & Gardens or equivalent.

CERTIFICATE CODE: AHC20610
TYPE: VES
RTO NAME: ACAH
VCE CREDIT: Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR: No scored assessment. Counted as a 5th or 6th subject and contributes 10% of the average of the primary 4 scaled scores

YEAR 1 (one year program only)

VCE UNITS: UNITS 1& 2, 3 & 4
DAY & TIME: Wednesday 9.30am-2.30pm
DELIVERY VENUE: WERRIBEE PARK HOMESTEAD & 25 Whites Rd, Werribee Sth

<table>
<thead>
<tr>
<th>CODE</th>
<th>MODULE TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCCHM201A</td>
<td>Apply chemicals under supervision</td>
</tr>
<tr>
<td>AHCIRG206A</td>
<td>Maintain pressurised irrigation systems</td>
</tr>
<tr>
<td>AHCCHM201A</td>
<td>Apply chemicals under supervision</td>
</tr>
<tr>
<td>AHCWRK209A</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>AHCMOM203A</td>
<td>Operate basic machinery &amp; equipment</td>
</tr>
<tr>
<td>AHCIRF201A</td>
<td>Support turf establishment</td>
</tr>
<tr>
<td>AHPGD203A</td>
<td>Prune shrubs and small trees</td>
</tr>
<tr>
<td>AHPGD206A</td>
<td>Conduct visual inspection of park facilities</td>
</tr>
<tr>
<td>AHPGD201A</td>
<td>Plant trees and shrubs</td>
</tr>
<tr>
<td>AHCCHM201A</td>
<td>Apply chemicals under supervision</td>
</tr>
<tr>
<td>AHCCHM303A</td>
<td>Prepare and apply chemicals</td>
</tr>
<tr>
<td>AHPGD206A</td>
<td>Conduct visual inspection of park facilities</td>
</tr>
<tr>
<td>AHPGD203A</td>
<td>Prune shrubs and small trees</td>
</tr>
<tr>
<td>AHCCHM201A</td>
<td>Plant trees and shrubs</td>
</tr>
<tr>
<td>AHCCHM304A</td>
<td>Prepare and apply chemicals</td>
</tr>
<tr>
<td>AHCCHM201A</td>
<td>Plant trees and shrubs</td>
</tr>
<tr>
<td>AHCCHM304A</td>
<td>Prepare and apply chemicals</td>
</tr>
</tbody>
</table>

*These modules may change in 2017
CERTIFICATE II in PRODUCTION HORTICULTURE

Certificate II is regarded as an entry-level course. Graduates will have skills and knowledge to become a valued and productive employee within the Horticulture Industry. Work could include operating tractors and equipment; undertaking, establishing and maintaining crops; treating weeds, pests and diseases monitoring; and irrigation activities. Upon successful completion of the Certificate II in Production Horticulture students may go on to study the Certificate III in Production Horticulture or equivalent.

CERTIFICATE CODE: AHC20310
TYPE: VES
RTO NAME: ACAH

VCE CREDIT: Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR: No scored assessment. Counted as a 5th or 6th subject and contributes 10% of the average of the primary 4 scaled scores

YEAR 1 (one year program only)

VCE UNITS: UNITS 1 & 2, 3 & 4
DAY & TIME: Wednesday 9.30am-2.30pm
DELIVERY VENUE: WERRIBEE PARK HOMESTEAD & 25 Whites Rd, Werribee Sth

<table>
<thead>
<tr>
<th>CODE</th>
<th>MODULE TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>AHCCHM201A</td>
<td>Apply chemicals under supervision</td>
</tr>
<tr>
<td>AHCCHM202A</td>
<td>Treat plant pests, diseases and disorders</td>
</tr>
<tr>
<td>AHCCHM303A</td>
<td>Prepare &amp; Apply Chemicals</td>
</tr>
<tr>
<td>AHCCHM304A</td>
<td>Transport, Handle &amp; Store Chemicals</td>
</tr>
<tr>
<td>AHCCHM305A</td>
<td>Treat weeds</td>
</tr>
<tr>
<td>AHCCHM306A</td>
<td>Treat plant pests, diseases and disorders</td>
</tr>
<tr>
<td>AHCCHM307A</td>
<td>Determine basic properties of soil and/or growing media</td>
</tr>
<tr>
<td>MEM18001C</td>
<td>Use hand tools</td>
</tr>
<tr>
<td>AHCCHM201A</td>
<td>Operate basic machinery and equipment</td>
</tr>
<tr>
<td>AHCCHM202A</td>
<td>Treat weeds</td>
</tr>
<tr>
<td>AHCCHM203A</td>
<td>Operate basic machinery and equipment</td>
</tr>
<tr>
<td>AHCCHM303A</td>
<td>Prepare &amp; Apply Chemicals</td>
</tr>
<tr>
<td>AHCCHM304A</td>
<td>Transport, Handle &amp; Store Chemicals</td>
</tr>
<tr>
<td>AHCCHM305A</td>
<td>Treat weeds</td>
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<tr>
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<tr>
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<tr>
<td>AHCCHM201A</td>
<td>Operate basic machinery and equipment</td>
</tr>
<tr>
<td>AHCCHM202A</td>
<td>Treat weeds</td>
</tr>
<tr>
<td>AHCCHM203A</td>
<td>Operate basic machinery and equipment</td>
</tr>
<tr>
<td>AHCCHM303A</td>
<td>Prepare &amp; Apply Chemicals</td>
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<tr>
<td>AHCCHM304A</td>
<td>Transport, Handle &amp; Store Chemicals</td>
</tr>
<tr>
<td>AHCCHM305A</td>
<td>Treat weeds</td>
</tr>
<tr>
<td>AHCCHM306A</td>
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<tr>
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<td>Determine basic properties of soil and/or growing media</td>
</tr>
<tr>
<td>MEM18001C</td>
<td>Use hand tools</td>
</tr>
</tbody>
</table>

*These modules may change in 2017
CERTIFICATE III in INFORMATION TECHNOLOGY (partial completion)

**Description:** Certificate III in Information Technology provides students with the skills and knowledge to be competent in introductory ICT technical functions. The qualification is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an advanced ICT user. Units 1 and 2 include core skills from Certificate II in integrating and operating commercial computing packages, designing organisational documents and installing software applications. Units 3 and 4 offers scored assessment and incorporates units such as using advanced features of computer applications, installing and managing network protocols, connecting internal hardware components and managing customer relationships.

**Career opportunities:** Areas of employment may include working in personal computer support or network systems administration. With additional training and experience future employment opportunities may include software/hardware developer, systems analyst, website developer, helpdesk officer.

**CERTIFICATE CODE:** ICT30115  
**TYPE:** VES  
**RTO NAME:** KANGAN INSTITUTE  
**VCE CREDIT:** Two units at Units 1 and 2, and a Units 3 and 4 sequence  
**ATAR:** Scored assessment

### YEAR 1

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
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</thead>
<tbody>
<tr>
<td>BSBWHS304</td>
<td>Participate effectively in WHS communication and consultative processes</td>
</tr>
<tr>
<td>ICTSAA301</td>
<td>Run standard diagnostic tests</td>
</tr>
<tr>
<td>ICTSAS303</td>
<td>Care for computer hardware</td>
</tr>
<tr>
<td>ICTSAS304</td>
<td>Provide basic system administration</td>
</tr>
<tr>
<td>ICTWEB201</td>
<td>Use social media tools for collaboration and engagement</td>
</tr>
<tr>
<td>ICTWEB303</td>
<td>Produce digital images for the web</td>
</tr>
</tbody>
</table>

### YEAR 2

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>ICTICT301</td>
<td>Create user documentation</td>
</tr>
<tr>
<td>ICTICT302</td>
<td>Install and optimise operating system software</td>
</tr>
<tr>
<td>ICTSAS307</td>
<td>Install, configure and secure a small office or home office network</td>
</tr>
<tr>
<td>ICTSAS305</td>
<td>Provide ICT advice to clients</td>
</tr>
<tr>
<td>ICTSAS306</td>
<td>Maintain equipment and software</td>
</tr>
<tr>
<td>ICTPRG301</td>
<td>Apply introductory programming techniques</td>
</tr>
</tbody>
</table>

*These modules may change in 2017*
CERTIFICATE III in LABORATORY SKILLS

The VCE VET Laboratory Skills program is drawn from the MSL09 Laboratory Skills Training Package and provides students with a pathway to working in a wide range of enterprises and industry sectors such as process manufacturing, food and beverage processing, biotechnology, biomedical research, pathology testing, mining, chemical, forensic, environmental analysis and education.

Description: Certificate III in Laboratory Skills provides students with the necessary knowledge and skills associated with the day-to-day operation of a laboratory and associated technical tasks such as sampling and testing. Units 1 and 2 include units such as recording and presenting data, planning and conducting laboratory/field work, maintaining the laboratory fit for purpose, with electives such as performing basic tests and assisting with fieldwork included. Units 3 and 4 offers scored assessment and incorporates units such as performing aseptic techniques, contributing to the achievement of quality objectives, preparing working solutions and performing microscopic examinations.

Career opportunities: Completion of Certificate III in Laboratory Skills may provide career opportunities in sectors such as biological testing, biotechnology, chemical testing, construction material testing, environmental monitoring, food testing, pathology testing and scientific glassblowing. With additional training and experience, potential occupations may include: environmental field assistant, laboratory assistant in primary industry and educational institutions.

CERTIFICATE CODE: MSL30109
TYPE: VES
RTO NAME: TBA
VCE CREDIT: Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR: Scored assessment

(Modules Subject to Change for 2017)

YEAR 1

VCE UNITS: UNITS 1&2
DAY & TIME: Thursday PM
DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE

<table>
<thead>
<tr>
<th>CODE</th>
<th>MODULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSAENV272A</td>
<td>Participate in environmentally sustainable work practices</td>
</tr>
<tr>
<td>MSL913001A</td>
<td>Communicate with other people</td>
</tr>
<tr>
<td>MSL913002A</td>
<td>Plan and conduct laboratory/field work</td>
</tr>
<tr>
<td>MSL922001A</td>
<td>Record and present data</td>
</tr>
<tr>
<td>MSL943002A</td>
<td>Participate in laboratory/field workplace safety</td>
</tr>
<tr>
<td>MSL933001A</td>
<td>Maintain the laboratory fit for purpose</td>
</tr>
<tr>
<td>MSL953001A</td>
<td>Receive and prepare samples for testing</td>
</tr>
<tr>
<td>MSL973001A</td>
<td>Perform basic tests</td>
</tr>
</tbody>
</table>

YEAR 2

VCE UNITS: UNITS 3&4
DAY & TIME: TBA
DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE

<table>
<thead>
<tr>
<th>CODE</th>
<th>MODULE</th>
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</thead>
<tbody>
<tr>
<td>MSL933002A</td>
<td>Contribute to the achievement of quality objectives</td>
</tr>
<tr>
<td>MSL973004A</td>
<td>Perform aseptic techniques</td>
</tr>
<tr>
<td>MS973002A</td>
<td>Prepare working solutions</td>
</tr>
<tr>
<td>MAL973007A</td>
<td>Perform microscopic examination</td>
</tr>
<tr>
<td>MS973003A</td>
<td>Prepare culture media</td>
</tr>
</tbody>
</table>

*These modules may change in 2017*
**CERTIFICATE III in MEDIA (MULTIMEDIA)**

**Description:** Units 1 and 2 include participating in occupational health and safety processes, developing and applying creative arts industry knowledge, working with others and applying critical thinking techniques. Units 3 and 4 offer scored assessment and incorporate units such as 2D digital animations, writing content for a range of media, authoring interactive sequences and creating visual design components.

**Career opportunities:** With additional training and experience potential employment opportunities may include, camera/lighting assistant, radio program maker/presenter, editing assistant, interactive media author, production assistant, web designer, games designer, animator, special effects producer.

**CERTIFICATE CODE:** CUF30107  
**TYPE:** VES  
**RTO NAME:** KANGAN INSTITUTE  
**VCE CREDIT:** Two units at Units 1 and 2, and a Units 3 and 4 sequence  
**ATAR:** Scored assessment  
**SWL:** 10 days per year is recommended

### YEAR 1

**VCE UNITS:** UNITS 1& 2  
**DAY & TIME:** Thursday PM  
**DELIVERY SCHOOL:** BAYSIDE P-12 COLLEGE (PAISLEY CAMPUS)

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE TITLE</th>
</tr>
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<tbody>
<tr>
<td>BSBCRT301A</td>
<td>Develop and extend critical creative thinking</td>
</tr>
<tr>
<td>BSBDES201A</td>
<td>Follow a design process</td>
</tr>
<tr>
<td>CUFDIG201A</td>
<td>Maintain interactive content</td>
</tr>
<tr>
<td>CUFDIG303A</td>
<td>Produce and prepare photo images</td>
</tr>
<tr>
<td>CUFIND301B</td>
<td>Work effectively in the screen and media industries</td>
</tr>
<tr>
<td>CUSOHS301A</td>
<td>Follow OHS procedures</td>
</tr>
<tr>
<td>CUVCOR08B</td>
<td>Produce drawings to represent and communicate the concept</td>
</tr>
<tr>
<td>HLTFA311A</td>
<td>Apply first aid</td>
</tr>
</tbody>
</table>

### YEAR 2

**VCE UNITS:** UNITS 3&4  
**DAY & TIME:** Wednesday PM  
**DELIVERY SCHOOL:** BAYSIDE P-12 COLLEGE (PAISLEY CAMPUS)

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
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</thead>
<tbody>
<tr>
<td>CUFANM301A</td>
<td>Create 2D digital animations</td>
</tr>
<tr>
<td>CUFWRT301A</td>
<td>Write content for a range of media</td>
</tr>
<tr>
<td>BSBDES302A</td>
<td>Explore and apply the creative design process to 2D forms</td>
</tr>
<tr>
<td>CUFDIG302A</td>
<td>Author interactive sequences</td>
</tr>
<tr>
<td>CUFDIG301A</td>
<td>Prepare video assets</td>
</tr>
<tr>
<td>CUFDIG304A</td>
<td>Create visual design components</td>
</tr>
</tbody>
</table>

*These modules may change in 2017*
CERTIFICATE III in MUSIC (Performance)

**Description:** Certificate III in Music enables students to apply a broad range of knowledge and skills in varied work contexts in the music industry. Depending on the electives chosen, Units 1 and 2 include preparing for performances, writing song lyrics, developing ensemble skills and assisting with sound recordings. Units 3 and 4 offer scored assessment and include units such as developing improvisation skills, applying knowledge of genre to music making and performing music as part of a group or as a soloist.

**Career opportunities:** Completion of Certificate III prepares students for work in the music industry in areas such as performance, critical listening, music management and music promotions. With additional training and experience, potential employment opportunities may include professional musician, song writer, composer, arranger, copier, promoter, teacher, instrumentalist.

**NOTE:** Students must have knowledge, experience and training in playing an instrument or vocals.

**CERTIFICATE CODE:** CUS30109  
**TYPE:** VES  
**RTO NAME:** AUSTRALIAN CENTRE FOR ADVANCED STUDIES  
**VCE CREDIT:** Up to three units at Units 1 and 2, and a Units 3 and 4 sequence  
**ATAR:** Scored assessment  
**SWL:** 10 days per year is recommended

**YEAR 1**  
**VCE UNITS:** UNITS 1 & 2  
**DAY & TIME:** Thursday PM  
**DELIVERY SCHOOL:** LAVERTON P-12 COLLEGE

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUFCMP301A</td>
<td>Implement copyright arrangements</td>
</tr>
<tr>
<td>CUSIND301B</td>
<td>Work effectively in the music industry</td>
</tr>
<tr>
<td>CUSOHS301A</td>
<td>Follow occupational health and safety procedures</td>
</tr>
<tr>
<td>CUSMPF304A</td>
<td>Make a music demo</td>
</tr>
<tr>
<td>CUSMCP301A</td>
<td>Compose simple songs or musical pieces</td>
</tr>
<tr>
<td>CUSMPF302A</td>
<td>Prepare for performances</td>
</tr>
<tr>
<td>CUSMPF203A</td>
<td>Develop ensemble skills for playing or singing music</td>
</tr>
<tr>
<td>CUSSOU201A</td>
<td>Assist with sound recordings</td>
</tr>
</tbody>
</table>

**YEAR 2**  
**VCE UNITS:** UNITS 3 & 4  
**DAY & TIME:** Wednesday PM  
**DELIVERY SCHOOL:** LAVERTON P-12 COLLEGE

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>CUSMPF301A</td>
<td>Develop technical skills in performance</td>
</tr>
<tr>
<td>CUSMPF305A</td>
<td>Develop improvisation skills</td>
</tr>
<tr>
<td>CUSMLT301A</td>
<td>Apply knowledge of genre to music making</td>
</tr>
<tr>
<td>CUSMPF402A</td>
<td>Develop and maintain stagecraft skills</td>
</tr>
<tr>
<td>CUSMPF406A</td>
<td>Perform music as a soloist OR</td>
</tr>
<tr>
<td>CUSMPF404A</td>
<td>Perform music as part of a group</td>
</tr>
</tbody>
</table>

*These modules may change in 2017*
CERTIFICATE III in MUSIC (TECHNICAL PRODUCTION)

Description: Certificate III in Technical Production provides students with the practical skills and knowledge to record, mix and edit sound sources. Units 1 and 2 include developing music industry knowledge, establishing contractual and work relationships, and following health, safety and security practices. Units 3 and 4 offers scored assessment and includes units such as editing sound using digital systems, operating sound mixing consoles, operating sound reinforcement systems and mixing sound sources.

Career opportunities: Completion of the Certificate III prepares students for work in the music industry in areas such as sound track laying, digital editing and mixing, audio visual equipment operations and stage management and can be applied to workplaces such as stage productions, radio and medium to large recording studios. With additional training and experience, potential employment opportunities may include sound technician, tour crew member, studio engineer, theatre/television audio technician.

CERTIFICATE CODE: CUS30209
TYPE: VES
RTO NAME: AUSTRALIAN CENTRE FOR ADVANCED STUDIES
VCE CREDIT: Up to three units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR: Scored assessment
SWL: 10 days per year is recommended

YEAR 1
VCE UNITS: UNITS 1 & 2
DAY & TIME: Thursday PM
DELIVERY SCHOOL: WILLIAMSTOWN HIGH SCHOOL

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE TITLE</th>
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</thead>
<tbody>
<tr>
<td>BSBWOR203A</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td>CUECOR01C</td>
<td>Manage own work and learning</td>
</tr>
<tr>
<td>CUEIND01C</td>
<td>Source and apply entertainment industry knowledge</td>
</tr>
<tr>
<td>CUSOH5301A</td>
<td>Follow occupational health and safety procedures</td>
</tr>
<tr>
<td>CUFCMP301A</td>
<td>Implement copyright arrangements</td>
</tr>
<tr>
<td>CUFSO204A</td>
<td>Perform basic sound editing</td>
</tr>
<tr>
<td>CUESO305C</td>
<td>Operate professional audio equipment</td>
</tr>
<tr>
<td>SITXET002A</td>
<td>Provide event staging support</td>
</tr>
<tr>
<td>CUSOU201A</td>
<td>Assist with sound recordings</td>
</tr>
<tr>
<td>CUSMCP301A</td>
<td>Compose simple songs or musical pieces</td>
</tr>
</tbody>
</table>

YEAR 2
VCE UNITS: UNITS 3&4
DAY & TIME: Wednesday PM
DELIVERY SCHOOL: WILLIAMSTOWN HIGH SCHOOL

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
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<tbody>
<tr>
<td>CUSSOU301A</td>
<td>Provide sound reinforcement</td>
</tr>
<tr>
<td>CUESO07B</td>
<td>Apply a general knowledge of audio work to activities</td>
</tr>
<tr>
<td>CUESO08B</td>
<td>Select and manage microphone and other audio input sources</td>
</tr>
<tr>
<td>CUSSOU303A</td>
<td>Set up and disassemble audio equipment</td>
</tr>
<tr>
<td>CUSSOU302A</td>
<td>Record &amp; mix a basic music demo</td>
</tr>
</tbody>
</table>

*These modules may change in 2017*
CERTIFICATE II in PLUMBING (PLUMBING PRE-APPRENTICESHIP)

Course Aims: This course will prepare graduates with the skills and knowledge for entry level into an apprenticeship (Certificate III) within the plumbing industry. The learner will be introduced to basic skills and knowledge that underpin the Certificate III in Plumbing. Taught skills include maintain safe workplace, use of industry tools, equipment and materials. This certificate can lead students towards an environmentally friendly professional pathway with students taught principles of sustainability as well as methods and strategies to identify employment opportunities in the plumbing industry.

Career Opportunities: On successful completion of the Certificate II in Plumbing (Pre-apprenticeship) you will have attained a prerequisite pathway into a Certificate III apprenticeship or registration level. After completion at the registration level you can continue with further study and complete the Certificate IV or licensing level and progress into running your own business. This course is also an alternative pathway available to students in to a plumbing retail environment.

CERTIFICATE CODE: 22261VIC
TYPE: VFE
RTO NAME: BENDIGO KANGAN INSTITUTE
VCE CREDIT: Not available for VCE Credit
ATAR: No scored assessment. Counted as a 5th or 6th subject and contributes 10% of the average of the primary 4 scaled scores
SWL: 10 days per year recommended

YEAR 1
VCE UNITS: NA
DAY & TIME: Friday ALL DAY
DELIVERY SCHOOL: EMMANUEL COLLEGE (NOTRE DAME CAMPUS)

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
<th>NB Give details of any matters agreed under clause 5 of the Auspice Contract against relevant UOC</th>
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<tbody>
<tr>
<td>CPCCOHS1001A</td>
<td>Work safely in the construction industry</td>
<td></td>
</tr>
<tr>
<td>CPCCOHS2001A</td>
<td>Apply OHS requirements, policies and procedures in the construction industry</td>
<td></td>
</tr>
<tr>
<td>VU21791</td>
<td>Fabricate simple plumbing pipe systems</td>
<td></td>
</tr>
<tr>
<td>BSBWRT301</td>
<td>Write simple documents</td>
<td></td>
</tr>
<tr>
<td>VU21797</td>
<td>Use basic plumbing hand tools</td>
<td></td>
</tr>
<tr>
<td>VU21789</td>
<td>Apply basic sheet metal practices</td>
<td></td>
</tr>
<tr>
<td>HLTAID002</td>
<td>Provide basic emergency life support</td>
<td></td>
</tr>
<tr>
<td>VU21797</td>
<td>Use basic plumbing hand tools</td>
<td></td>
</tr>
<tr>
<td>VU21795</td>
<td>Use and apply basic levelling equipment for plumbing</td>
<td></td>
</tr>
<tr>
<td>VU21792</td>
<td>Identify career pathways in the Plumbing industry</td>
<td></td>
</tr>
</tbody>
</table>

YEAR 2
VCE UNITS: NA
DAY & TIME: Friday ALL DAY
DELIVERY SCHOOL: EMMANUEL COLLEGE (NOTRE DAME CAMPUS)

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
<th>NB Give details of any matters agreed under clause 5 of the Auspice Contract against relevant UOC</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPCCCM2001A</td>
<td>Read and interpret plans and specifications</td>
<td></td>
</tr>
<tr>
<td>CUVACD303A</td>
<td>Produce technical drawings</td>
<td></td>
</tr>
<tr>
<td>VU21793</td>
<td>Perform basic oxy-acetylene welding and cutting</td>
<td></td>
</tr>
<tr>
<td>VU21796</td>
<td>Use basic electric welding equipment and techniques</td>
<td></td>
</tr>
<tr>
<td>VU21790</td>
<td>Cut and penetrate building materials and structures</td>
<td></td>
</tr>
<tr>
<td>CPCCM1015A</td>
<td>Carry out measures and calculations</td>
<td></td>
</tr>
<tr>
<td>CPCPCM2039A</td>
<td>Carry out interactive workplace communication</td>
<td></td>
</tr>
<tr>
<td>VU21794</td>
<td>Prepare to work in the plumbing industry</td>
<td></td>
</tr>
<tr>
<td>VU21799</td>
<td>Use plumbing pipes, fittings &amp; fixtures to simulate plumbing installations</td>
<td></td>
</tr>
</tbody>
</table>

*These modules may change in 2017*
CERTIFICATE II in PUBLIC SAFETY (FIREFIGHTING & EMERGENCY OPERATIONS)

The Certificate II in Public Safety (Firefighting and Emergency Operations) covers the units of competency required by firefighters to perform a range of varied activities such as structure firefighting and to respond to rescue incidents.

CERTIFICATE CODE: PUA20613
TYPE: VFE
RTO NAME: TBA
VCE CREDIT: 2 units at Units 1 and 2 (Year 1 only)
ATAR: VCE Units 1&2 only, therefore no ATAR contribution
SWL: TBA

YEAR 1

VCE UNITS: UNITS 1 & 2
DAY & TIME: Thursday PM
DELIVERY SCHOOL: POINT COOK SENIOR SECONDARY COLLEGE

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUAEQ001B</td>
<td>Prepare, maintain and test response equipment</td>
</tr>
<tr>
<td></td>
<td>↓ PUAFIR215 Prevent injury (Fire sector specific)</td>
</tr>
<tr>
<td>PUAFIR203B</td>
<td>Respond to urban fire</td>
</tr>
<tr>
<td></td>
<td>↓ PUAFIR207B Operate breathing apparatus open circuit</td>
</tr>
<tr>
<td></td>
<td>↓ PUAFIR215 Prevent injury</td>
</tr>
<tr>
<td>PUAFIR207B</td>
<td>Operate breathing apparatus open circuit</td>
</tr>
<tr>
<td></td>
<td>↓ PUAFIR215 Prevent injury</td>
</tr>
<tr>
<td>PUAFIR215</td>
<td>Prevent injury</td>
</tr>
<tr>
<td>PUAOPE013A</td>
<td>Operate communications systems and equipment</td>
</tr>
<tr>
<td>PUASAR022A</td>
<td>Participate in a rescue operation</td>
</tr>
<tr>
<td></td>
<td>↓ HLTFA211A Provide basic emergency life support</td>
</tr>
<tr>
<td></td>
<td>OR</td>
</tr>
<tr>
<td></td>
<td>↓ PUAEME001B Provide emergency care</td>
</tr>
<tr>
<td></td>
<td>↓ PUAFIR215 Prevent injury (Fire sector specific)</td>
</tr>
<tr>
<td>PUATEA001B</td>
<td>Work in a team</td>
</tr>
<tr>
<td>HLTFA211A</td>
<td>Provide basic emergency life support</td>
</tr>
<tr>
<td>PUAEQ001B</td>
<td>Prepare, maintain and test response equipment</td>
</tr>
<tr>
<td></td>
<td>↓ PUAFIR215 Prevent injury (Fire sector specific)</td>
</tr>
<tr>
<td>PUAFIR203B</td>
<td>Respond to urban fire</td>
</tr>
<tr>
<td></td>
<td>↓ PUAFIR207B Operate breathing apparatus open circuit</td>
</tr>
<tr>
<td></td>
<td>↓ PUAFIR215 Prevent injury</td>
</tr>
<tr>
<td>PUAFIR207B</td>
<td>Operate breathing apparatus open circuit</td>
</tr>
<tr>
<td></td>
<td>↓ PUAFIR215 Prevent injury</td>
</tr>
<tr>
<td>PUAFIR215</td>
<td>Prevent injury</td>
</tr>
<tr>
<td>PUAOPE013A</td>
<td>Operate communications systems and equipment</td>
</tr>
</tbody>
</table>

*These modules may change in 2017*
**CERTIFICATE II SALON ASSISTANT**

This is a preparatory qualification which provides a defined and limited range of basic skills and knowledge used in hairdressing salons by individuals who provide assistance with client services. These routine and repetitive tasks are completed under direct supervision and with guidance from hairdressers who manage the client service.

**CERTIFICATE CODE:** SHB20216  
**TYPE:** VFE  
**RTO NAME:** TBA  
**VCE CREDIT:** TBA  
**ATAR:** TBA  
**SWL:** 10 days per year is recommended

**YEAR 1**

**VCE UNITS:** UNITS 1 & 2  
**DAY & TIME:** Wednesday or Thursday PM  
**DELIVERY SCHOOL:** POINT COOK SENIOR SECONDARY COLLEGE

<table>
<thead>
<tr>
<th>MODULE CODE</th>
<th>MODULE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBWHS201</td>
<td>Contribute to health and safety of self and others</td>
</tr>
<tr>
<td>SHBHBAS001</td>
<td>Provide shampoo and basin services</td>
</tr>
<tr>
<td>SHBHDES001</td>
<td>Dry hair to shape</td>
</tr>
<tr>
<td>SHBhind001</td>
<td>Maintain and organise tools, equipment and work areas</td>
</tr>
<tr>
<td>SHBXCCS001</td>
<td>Conduct salon financial transactions</td>
</tr>
<tr>
<td>SHBXCCS003</td>
<td>Greet and prepare clients for salon services</td>
</tr>
<tr>
<td>SHBXIND001</td>
<td>Comply with organisational requirements within a personal services environment</td>
</tr>
<tr>
<td>SHBXIND002</td>
<td>Communicate as part of a salon team</td>
</tr>
<tr>
<td>SHBHBAS002</td>
<td>Provide head, neck and shoulder massages for relaxation</td>
</tr>
<tr>
<td>SHBHCLS001</td>
<td>Apply hair colour products</td>
</tr>
<tr>
<td>SHBHDES002</td>
<td>Braid hair</td>
</tr>
<tr>
<td>SHBhind002</td>
<td>Research and use hairdressing industry information</td>
</tr>
<tr>
<td>SHBHREF005</td>
<td>Rinse and neutralise chemically restructured hair</td>
</tr>
<tr>
<td>SHBXCCS004</td>
<td>Recommend products and services</td>
</tr>
<tr>
<td>SIRRMER001</td>
<td>Produce visual merchandise displays</td>
</tr>
<tr>
<td>SIRRINV001</td>
<td>Receive and handle retail stock</td>
</tr>
<tr>
<td>SIRXSL001</td>
<td>Sell to the retail customer</td>
</tr>
</tbody>
</table>

*These modules may change in 2017*
CERTIFICATE III in SPORT & RECREATION

Description: Certificate III in Sport and Recreation provides students with the skills and knowledge to work in the Sport and Recreation industry.

Career opportunities: Completion of Certificate III in Sport and Recreation may lead to job outcomes including facilitating sport and recreation programs, maintaining grounds and facilities and working in the service industry in locations such as recreation and fitness centres, outdoor sporting grounds or aquatic centres. With additional training and experience, potential job outcomes may include coaching, teaching and sports administrating.

CERTIFICATE CODE: SIS30513
TYPE: VES
RTO NAME: IVET
VCE CREDIT: Two units at Units 1 and 2, and a Units 3 and 4 sequence
ATAR: Scored assessment
SWL: 10 days per year is recommended

YEAR 1

VCE UNITS: UNITS 1 & 2
DAY & TIME: Thursday PM
DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE (PAISLEY CAMPUS)
Also at: POINT COOK SENIOR SECONDARY COLLEGE, EMMANUEL COLLEGE (NOTRE DAME CAMPUS) & WILLIAMSTOWN HIGH SCHOOL

<table>
<thead>
<tr>
<th>CODE</th>
<th>MODULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCRT301A</td>
<td>Develop and extend critical and creative thinking skills</td>
</tr>
<tr>
<td>BSBWOR301B</td>
<td>Organise personal work priorities and development</td>
</tr>
<tr>
<td>ICAWEB201A</td>
<td>Use social media tools for collaboration and engagement</td>
</tr>
<tr>
<td>SISXCCS201A</td>
<td>Provide customer service</td>
</tr>
<tr>
<td>SISXWH5101</td>
<td>Follow work health and safety policies</td>
</tr>
<tr>
<td>HLTAID003</td>
<td>Provide First Aid</td>
</tr>
<tr>
<td>SISXEMR201A</td>
<td>Respond to emergency situations</td>
</tr>
<tr>
<td>SISSSCO101</td>
<td>Develop and update knowledge of coaching practices</td>
</tr>
</tbody>
</table>

YEAR 2

VCE UNITS: UNITS 3 & 4
DAY & TIME: Wednesday PM
DELIVERY SCHOOL: BAYSIDE P-12 COLLEGE (PAISLEY CAMPUS)
Also at: POINT COOK SENIOR SECONDARY COLLEGE, EMMANUEL COLLEGE (NOTRE DAME CAMPUS) & WILLIAMSTOWN HIGH SCHOOL

<table>
<thead>
<tr>
<th>CODE</th>
<th>MODULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>SISSSPT303A</td>
<td>Conduct basic warm-up and cool-down programs</td>
</tr>
<tr>
<td>SISXCAI303A</td>
<td>Plan and conduct sport and recreation sessions</td>
</tr>
<tr>
<td>SISXCAI306A</td>
<td>Facilitate groups</td>
</tr>
<tr>
<td>SITXCOM401</td>
<td>Manage conflict</td>
</tr>
<tr>
<td>SISXRES301A</td>
<td>Provide public education on the use of resources</td>
</tr>
<tr>
<td>SISXRSK301A</td>
<td>Undertake risk analysis of activities</td>
</tr>
<tr>
<td>SISSSOF202</td>
<td>Officiate games or competitions</td>
</tr>
</tbody>
</table>

*These modules may change in 2017
### HOBSONS BAY VETiS Cluster Programs - Student Charges For 2017

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Venue</th>
<th>Year</th>
<th>Day</th>
<th>Indicative Student Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate III in ALLIED HEALTH ASSISTANCE</td>
<td>Bayside P-12 College</td>
<td>Year 1 &amp; 2</td>
<td>Thurs pm</td>
<td>$500</td>
</tr>
<tr>
<td>Certificate II in AUTOMOTIVE STUDIES</td>
<td>Bayside P-12 College</td>
<td>Year 1 &amp; 2</td>
<td>Year 1 - Thurs pm / Year 2 - Wed pm</td>
<td>$500 ++</td>
</tr>
<tr>
<td>Certificate II in BUILDING &amp; CONSTRUCTION CARPENTARY PPRE-</td>
<td>Bayside P-12 College</td>
<td>Year 1 &amp; 2</td>
<td>Year 1 - Thurs 9-5 / Year 2 - Wed 11-5</td>
<td>$650 ($850 full pre-app) ++</td>
</tr>
<tr>
<td>Certificate II in BUSINESS</td>
<td>Bayside P-12 College</td>
<td>Year 1 &amp; 2</td>
<td>Year 1 - Thurs pm / Year 2 - Wed pm</td>
<td>$350</td>
</tr>
<tr>
<td>Certificate II in COMMUNITY SERVICES WORK</td>
<td>Bayside P-12 College</td>
<td>Year 1 &amp; 2</td>
<td>Year 1 - Thurs pm / Year 2 - Wed pm</td>
<td>$400 *</td>
</tr>
<tr>
<td>Certificate III in MEDIA (MULTIMEDIA)</td>
<td>Bayside P-12 College</td>
<td>Year 1 &amp; 2</td>
<td>Year 1 - Thurs pm / Year 2 - Wed pm</td>
<td>$350 *</td>
</tr>
<tr>
<td>Certificate III in INFORMATION TECHNOLOGY</td>
<td>Bayside P-12 College</td>
<td>Year 1 &amp; 2</td>
<td>Year 1 - Wed pm / Year 2 - Wed pm</td>
<td>$300 *</td>
</tr>
<tr>
<td>Certificate II in LABORATORY SKILLS</td>
<td>Bayside P-12 College</td>
<td>Year 1</td>
<td>Year 1 - Thurs pm / Year 2 - Wed pm</td>
<td>$350</td>
</tr>
<tr>
<td>Certificate III IN SPORT AND RECREATION</td>
<td>Bayside P-12 College</td>
<td>Year 1 &amp; 2</td>
<td>Year 1 - Thurs pm / Year 2 - Wed pm</td>
<td>$350</td>
</tr>
<tr>
<td>Certificate II in ELECTROTECHNOLOGY STUDIES (Pre-Vocational)</td>
<td>Emmanuel College - Notre Dame</td>
<td>Year 1</td>
<td>Year 1-Thurs All day</td>
<td>$820 ++</td>
</tr>
<tr>
<td>Certificate II in ELECTROTECHNOLOGY</td>
<td>Emmanuel College - Notre Dame</td>
<td>Year 2</td>
<td>Year 2-Wed All day</td>
<td>$870 ++</td>
</tr>
<tr>
<td>Certificate II in PLUMBING Pre-Apprenticeship</td>
<td>Emmanuel College - Notre Dame</td>
<td>Year 1</td>
<td>Year 1-Fri All day</td>
<td>$670 (incl. uniform) ++</td>
</tr>
<tr>
<td>Certificate II in PLUMBING Pre-Apprenticeship</td>
<td>Emmanuel College - Notre Dame</td>
<td>Year 2</td>
<td>Year 1-Fri All day</td>
<td>$570 (incl. uniform) ++</td>
</tr>
<tr>
<td>Certificate II in HOSPITALITY - Front of House</td>
<td>Laverton P-12 College</td>
<td>Year 1</td>
<td>Thurs pm</td>
<td>$500</td>
</tr>
<tr>
<td>Certificate II in KITCHEN OPERATIONS</td>
<td>Laverton P-12 College</td>
<td>Year 2</td>
<td>Wed pm</td>
<td>$500</td>
</tr>
<tr>
<td>Certificate III in EARLY CHILDHOOD EDUCATION &amp;</td>
<td>Laverton P-12 College</td>
<td>Year 1</td>
<td>Thurs pm</td>
<td>$400</td>
</tr>
<tr>
<td>Certificate III in EARLY CHILDHOOD EDUCATION &amp;</td>
<td>Laverton P-12 College / WCSC</td>
<td>Year 2</td>
<td>Wed pm</td>
<td>$400</td>
</tr>
<tr>
<td>Certificate II in ENGINEERING STUDIES</td>
<td>Laverton P-12 College</td>
<td>Year 1 &amp; 2</td>
<td>Year 1-Thurs All day / Year 2-Wed All day</td>
<td>$500 *++</td>
</tr>
<tr>
<td>Certificate III in MUSIC (Performance)</td>
<td>Laverton P-12 College</td>
<td>Year 1 &amp; 2</td>
<td>Year 1-Thurs pm / Year 2-Wed pm</td>
<td>$400 *</td>
</tr>
<tr>
<td>Certificate II in AUTOMOTIVE STUDIES (Heavy / Diesel)</td>
<td>Point Cook Senior Sec. College</td>
<td>Year 1 &amp; 2</td>
<td>Year 1-Thurs pm / Year 2-Wed pm</td>
<td>$575 ++</td>
</tr>
<tr>
<td>Certificate II in APPLIED FASHION DESIGN &amp;</td>
<td>Point Cook Senior Sec. College</td>
<td>Year 1 &amp; 2</td>
<td>Year 1-Wed pm / Year 2-Wed pm</td>
<td>$500</td>
</tr>
<tr>
<td>Certificate III in BEAUTY</td>
<td>Point Cook Senior Sec. College</td>
<td>Year 1 &amp; 2</td>
<td>Thurs pm</td>
<td>$700</td>
</tr>
<tr>
<td>Certificate II in PUBLIC SAFETY (Firefighting &amp; Emergency Ops)</td>
<td>Point Cook Senior Sec. College</td>
<td>Year 1</td>
<td>Thurs pm</td>
<td>$750</td>
</tr>
<tr>
<td>Cert II in HAIRDRESSING</td>
<td>Point Cook Senior Sec. College</td>
<td>Year 1</td>
<td>Wed / Thurs pm</td>
<td>$750</td>
</tr>
<tr>
<td>Certificate</td>
<td>Venue</td>
<td>Year</td>
<td>Day</td>
<td>Indicative Student Charge</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>-------------------</td>
<td>-----------</td>
<td>----------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Certificate III in MUSIC (Technical Production)</td>
<td>Williamstown High School</td>
<td>Year 1 &amp; 2</td>
<td>Year 1-Thurs pm Year 2-Wed pm</td>
<td>$400 *</td>
</tr>
<tr>
<td>Certificate II in HORTICULTURE/PARKS &amp; GARDENS</td>
<td>Werribee Park</td>
<td>Year 1</td>
<td>Wed - All day</td>
<td>$400</td>
</tr>
<tr>
<td>Certificate II in PRODUCTION HORTICULTURE</td>
<td>Werribee Park</td>
<td>Year 1</td>
<td>Wed - All day</td>
<td>$400</td>
</tr>
</tbody>
</table>

NOTE: * program has Scored Assessment. ++ families to provide boots, overalls, safety glasses & ear muffs as reqd.

Building & Construction Year 2: There is an extra $200 charge if students want to attend bridging at the end of Year 2 to complete the full Pre-Apprenticeship. Students must be competent in all modules to be eligible.