2015 VET Handbook

NORTHERN MELBOURNE VET CLUSTER
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What is VET?

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

FEATURES OF VET
- It is an accredited vocational education and training program (usually over two years).
- It enables students to complete a nationally recognised vocational qualification (e.g. Certificate II in Hospitality) and a senior secondary certificate such as VCE and/or VCAL at the same time.
- It allows students to go directly into employment or receive credit towards further study.
- It focuses on students developing industry specific and workplace skills.
- It is a vocationally oriented school program designed to meet the needs of industry.

HOW DOES VET WORK
Registered Training Organisations (RTOs) are responsible for the delivery, assessment and certification of VET qualifications. An RTO may be a student’s school, TAFE, private organisation or an ACE provider.

STRUCTURED WORKPLACE LEARNING (SWL)
This involves an employer accepting a student on a one day a week or one or two week block basis.

Structured Workplace Learning is an essential part of VET and is highly recommended. It enables the student to demonstrate acquired skills and knowledge in an industry setting.

During the work placement, a student will undertake specific tasks in order to demonstrate competence. They will be regularly monitored and may be assessed on the job.

CONTRIBUTION TO VCE
VET may contribute to VCE. Some VET programs have a Victorian Curriculum Assessment Authority (VCAA) recognised Unit 1-4 structure. Partial or full completion of other programs may contribute via Block Credit to the completion of VCE.

- Scored VCE VET program can contribute to the Primary Four in the ATAR or as a 5th or 6th subject. A student’s Primary Four subjects may be made up of English, with all other sequences derived from scored VCE VET programs. Non scored VCE VET programs usually provide credit at Units 1-4. The ATAR contribution is as a 10% 5th or 6th study increment.
- VFE Block Credit can be used towards satisfactory completion of the VCE but can only be used in calculation of an ATAR if there
are fewer than 6 VCE or VCE VET available. If there are 6 or more VCE or VCE VET studies available, a VFE block credit result cannot be used towards an ATAR.

CONTRIBUTION TO VCAL
VET contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VET INCREASES STUDENTS’ PATHWAYS
- Broadens options
- Develops students’ capacities to make decisions and solve problems
- Helps students to gain confidence and improve communication and interpersonal skills through learning in an adult setting
- Fosters positive feedback by enabling students to demonstrate specific skills and competencies
- Matches students’ interests and career directions through the provision of strong pathways

VET GIVES NATIONAL QUALIFICATIONS AND SKILLS
- Upon successful completion of the program, students may be awarded with a nationally recognised VET certificate, or contribution toward this certificate
- VET qualifications may articulate directly into further education and training at TAFE through documented pathway agreements
- VET provides access to a range of different technologies related to the type and place of work

VET PREPARES STUDENTS FOR THE WORKFORCE
- Provides the opportunity to trial a career and 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 whereby students may be offered part time/casual work
- Improves employment prospects
- Helps students gain knowledge of employers’ expectations and real working conditions
- Assists in transition from school to work

LANGUAGE, LITERACY AND NUMERACY SUPPORT
- Students requiring additional assistance to achieve successful outcomes in their VET programs need to indicate this on the VET application form.
- Arrangements will be made between the Home and Host Schools regarding the level of support required. Any formal assessment will be undertaken by the Home School prior to the completion of the VET application form.
This Handbook outlines how the Northern Melbourne VET Cluster (NMVC) can provide an extensive selection of VET programs to you as a student of a member school.

Read the requirements of your selected program carefully.

Please note the printed arrangements regarding times, venues and program outlines are subject to change and will be confirmed at the Information Enrolment Evenings scheduled for Term 4, 2014. All successful applicants to NMVC programs will be notified of changes prior to course commencement, via their school’s VET Coordinator.

There are three steps in making an application for a NMVC VET Program in 2015:

**Step 1:**
Read the Handbook and program requirements carefully, select your program and complete the NMVC Application Form. Submit this application to your VET Coordinator by the Due Date printed on the Application Form.

**Step 2:**
Attend the compulsory Information Enrolment Evening in Term 4. You will be advised by letter about the location, date and time of this event. Please ensure that your contact details are clear and correct on your Enrolment Form.

**Step 3:**
There may be a materials cost associated with each program. Applicants should contact their VET Coordinator for an estimate of their program cost and when payment is due.
5. Student Commitment Forms
This form is part of the enrolment process and outlines all students’ responsibilities regarding work requirements, student behaviour and course expectations. This form must be completed by all students.

6. Program Costs
All VET programs offered through the NMVC attract fees. Through the clustering arrangement these fees are kept to the minimum possible cost. Program costs will vary according to the materials required by students to complete the program including uniforms, trade materials, transport, books and equipment. It should be noted that the student’s home school will determine the fees. All fees associated with a VET program must be paid on time.

7. Structured Workplace Learning
Structured Workplace Learning is a key feature of VET programs. All students are expected to complete a minimum of 10 days work placement in a related industry. It is the responsibility of the host and home school and students to ensure that all paperwork associated with this structured workplace learning is completed and returned on time. Students will need to meet the work placement requirements of the course to the best of their abilities.

8. Reports
All students undertaking a NMVC VET program will receive an official written report indicating their progress in the program. These reports are issued by the training providers to the student’s school and will include information on completed competencies, student learning, attendance, behaviour and general comments.

Parents will receive a copy of these reports at mid year. Completed certificates will be sent directly to schools at the completion
of the course. Schools will forward these to students. It should be noted that completed certificates might not be sent until the following year in accordance with graduation processes from the various TAFE and Training institutions.

Students completing a VET program will receive notification of their final results from the Victorian Curriculum and Assessment Authority (VCAA). Students undertaking VET programs with a Study Score or increment at Year 12 will have their results appear as part of their VCAA Statement of Results. ATAR contributions are calculated at the Year 12 level only by VTAC and are made available to students by VTAC through the normal channels.

9. Student Behaviour
All students must abide by the trainers’ rules and the rules of the Host 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 highest standard.

10. Catch Up VET Classes
Where necessary, students may be required to attend catch up classes after school, during the school holidays or on the weekend.

11. Absence from an assessed task – VCE VET Units 3 & 4 only
Students, who are absent from class on a day when an assessed task is being held, should:

- Phone their VET Co-ordinator 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 Co-ordinator by 9.00 am and a copy should be faxed to the VET Classroom teacher

- Provide a doctor’s certificate immediately on return to school. The original to be given to the VET Co-ordinator and a copy to be faxed to the VET Classroom teacher
- The VET Classroom teacher in conjunction with the student’s VET Co-ordinator will determine whether the absence is excused and whether rescheduling the missed assessment task will be granted. Students who fail to report to their VET Co-ordinators on their first day back at school by 9.00am, will not have their assessment task rescheduled.

12. Withdrawal from an NMVC Program
NMVC VET programs are successful because students are able to access programs offered by member schools. It should be noted by students and parents that failure to abide by the above course requirements may result in a student being withdrawn from the program.

Disclaimer
All course details and delivery arrangements contained in this book are correct at the time of printing (June 2014).

Programs are subject to change. Revision to some Training Packages may see a changed VCE VET program structure for some courses from 2015. All updates to the programs will be included in the future edition of the VCAA Bulletin. Final arrangements will be confirmed in February 2015.

Units may change from year to year subject to instructions from the VCAA (Victorian Curriculum Assessment Authority). Students should refer to individual school’s course brochures.
AGED CARE

PATHWAYS FOR AGED CARE

The Community Services Training Package is designed to address the needs of the Community Services Industry and includes aged care, alcohol and other drugs, children’s services, child protection, community housing, disability work, mental health and youth work sectors of the industry.

The Certificate III in Aged Care provides an entry to a broad range of Certificate, Diploma and Advanced Diploma programs.

With additional training and experience possible future career opportunities may include work in the following sectors:

- Nursing
- Community Services
- Aged Care
- Home and Community Care
- Disability
- Alcohol and Other Drugs Work
- Mental Health
- Leisure and Health
- Social Housing
- Pastoral Care
CHC30212 Certificate III in Aged Care

COURSE AIMS
This program provides an entry to a broad range of essential skills and knowledge for participants to work within the aged care field. This program provides skills that are highly desirable in Nursing.

This is a two year program.

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<td>Bundoora Secondary College</td>
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<td>(Vostro Institute)</td>
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CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.
ATAR: Where a Unit 3 & 4 sequence is achieved towards the VCE it may provide a 10% increment towards the ATAR subject to VTAC policies.

STRUCTURED WORKPLACE LEARNING
It is strongly recommended that students undertake a minimum of 120 hours over the two years.

THIS COURSE MAY INCLUDE
• Support individual health and wellbeing
• Support older people to maintain their independence
• Work effectively in the community sector
• Participate in the implementation of individualised plans
• Comply with information requirements of the aged care and community care sectors
• Implement interventions with older people at risk of falls
• Work effectively with culturally diverse clients and co-workers
• Apply first aid
PATHWAYS FOR HEALTH ASSISTANCE

Certificate IV in Allied Health Assistance
Certificate IV in Health Supervision
Certificate IV in Operating Theatre Technician
Certificate IV in Allied Health Assistance
Certificate IV in Nursing

With additional training and experience possible future career opportunities
• Assistant in nursing
• Orderly
• Nursing assistant
• Operating theatre technician
• Nursing support worker
• Theatre support
• Patient service attendant
• Ward assistant
• Patient support assistant
• Wardsperson
• Patient care assistant
• Ward support
• Ancillary or support workers
• Enrolled nurses
• Allied health assistants (therapy assistants)
• Health technicians
• Working in aged care facilities
• Working with aged care people in own home
HLT32412 Certificate III in Allied Health Assistance

**COURSE AIMS**
This program covers the skills and knowledge required to provide assistance to allied health professionals.

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<td>Bundoora Secondary College (Mercy Health Training)</td>
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**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for recognition of up to two Units 3 and 4 sequences.
ATAR: Contribution is 10% increment.

**STRUCTURED WORKPLACE LEARNING**
40 hours per year is required.

**THIS COURSE MAY INCLUDE**
- Participate in OHS processes
- Contribute to effective workplace relationships
- Assist with an allied health program
- Comply with infection control policies and procedures in health work
- Communicate and work effectively in health
- Organise workplace information
- Recognise healthy body systems in a health care context
- Assist with client movement
- Provide specific information to clients
- Apply the principles of confidentiality, privacy and security within a medical environment.
PATHWAYS FOR APPLIED FASHION AND DESIGN

Certificate III in Applied Fashion and Design
Certificate IV in Applied Fashion Design and Technology
Diploma of Applied Fashion Design and Technology
Advanced Diploma of Applied Fashion Design and Technology

With additional training and experience possible future career opportunities may include work in the following areas/sectors

- Fashion Designer
- Clothing and Soft Furnishing Production worker
- Clothing pattern maker
- Footwear worker
- Clothing trades person
- Garment cutter
- Retail Buyer
- Textile Designer
- Interior Decorator
- Theatrical Costume Maker and Designer
- Milliner
- Fashion Co-ordinator
- Machinist or sub-contractor
- Product tester/inspector
LMT21707 Certificate II in Applied Fashion & Design Technology

**COURSE AIMS**
This course will provide an introduction to basic design and to develop skills and knowledge to prepare for work in a creative and production oriented environment within the fashion industry. Opportunities are provided to acquire and develop skills in sewing, design processes, working with patterns, applying quality standards and interpreting basic sketches.

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**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for six units: four Units at 1 and 2 and a Units 3 & 4 sequence.
ATAR: Contribution is 10% increment.

This program allows for creative expression to be developed and displayed in the practical projects undertaken which may include:
- Use a sewing machine
- Identify fibres and fabrics
- Sew components
- Modify patterns to create basic styles
- Draw and interpret a simple sketch
- Design and produce a simple garment
- Identify design process for fashion designs
- Follow defined O.H.&S. Policies and procedures
- Apply quality standards
AUTOMOTIVE

PATHWAYS FOR AUTOMOTIVE:

The Certificate II in Automotive Studies is designed to meet the needs of students wishing to pursue a career in the Automotive Industry through an apprenticeship or higher education.

On completion students will receive credit into the following qualifications within AUR05 Automotive Industry Retail, Service and Repair Training Package:

- Certificate III in Automotive Administration
- Certificate III in Automotive Electrical Technology
- Certificate III in Automotive Electrical Technology
- Certificate III in Automotive Specialist
- Certificate III in Automotive Sales
- Certificate III in Automotive Warehousing/Distribution Operations
- Certificate III in Automotive Vehicle Body

With additional training and experience possible future career opportunities

- Mechanic
- Auto Electrician
- Panel Beater
- Spray Painter
- Spare Parts Manager
- Automotive Engineer
22015VIC Certificate II in Automotive Studies (Pre-vocational)

This subject is subject to change in 2015.

**COURSE AIMS**
The aim of the program in Automotive is to provide a number of pathways to students. It is best viewed as a whole course covering years 11 & 12. Students can choose between the automotive mechanics stream, or auto-electric stream. The course is ‘hands on’ with a focus on practical work and has great benefits for those who wish to enter apprenticeships.

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<th>Host Schools</th>
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<td>Northern College of the Arts &amp; Technology</td>
<td>Wednesday 8.30am - 12.30pm OR 1.30pm - 5.30pm (Units 1 &amp; 2)</td>
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<td></td>
<td>Thursday 1.30pm - 5.30pm (Units 3 &amp; 4)</td>
</tr>
<tr>
<td>Outer Northern Trade Training Centre (Kangan Institute)</td>
<td>Tuesday, Wednesday, Thursday &amp; Friday 8.00am - 12.00pm OR 12.30pm - 4.30pm (Units 1 - 4)</td>
</tr>
<tr>
<td>St. Helena Secondary College</td>
<td>Tuesday 1.00pm - 5.00pm (Units 1 &amp; 2)</td>
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<tr>
<td>Whittlesea Secondary College</td>
<td>Wednesday 9.00am - 3.15pm (Units 1 - 4)</td>
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**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills. Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for four units of credit towards their VCE: Two units at Units 1 & 2 and two at Units 3 & 4.
ATAR: Contribution is 10 % increment.

**THIS COURSE MAY INCLUDE**
- Carry out industry research
- Use and maintain measuring equipment
- Operate electrical test equipment
- Dismantle and reassemble a four stroke multi-cylinder engine
- Remove and replace engine assembly
- Remove and replace wheel and tyre assemblies
- Dismantle and assemble carburettor
- Dismantle and assemble fuel pump
BUILDING & CONSTRUCTION

PATHWAYS FOR BUILDING AND CONSTRUCTION

Possible future career opportunities within the Construction Industry

Brick/Blocklaying
Carpentry
Building Site Administration
Foremanship
Building Administration
Estimation
Building Inspection
Building Services
Contract Administration
Drafting (Architectural)

With additional training and experience possible future career opportunities

• Building
• Building Engineering
• Building Surveying and Quantity Surveying
• Architecture
• Interior Design
• Civil / Electrical / Electronics
• Mechanical Engineering
• Drafting (Architectural)
22216VIC Certificate II in Building & Construction (Bricklaying)

**COURSE AIMS**
The program in Bricklaying has been developed specifically for the Bricklaying Industry. Emphasis is placed on hands on learning opportunities. Students will undertake specific Bricklaying and Carpentry modules.

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<th>Host School</th>
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<td>Parade College</td>
<td>Monday 7.30am - 1.00pm (Units 1 &amp; 2)</td>
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<td>Tuesday 12.00pm - 5.00pm (Units 1 &amp; 2)</td>
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<td></td>
<td>Tuesday 1.30pm - 5.00pm (Units 1 &amp; 2)</td>
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<tr>
<td></td>
<td>Wednesday 7.30am - 12.30pm (Units 1 &amp; 2)</td>
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<td></td>
<td>Wednesday 1.00pm- 5.00pm (Units 3 &amp; 4)</td>
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<tr>
<td></td>
<td>Thursday 12.00pm - 5.00pm (Units 3 &amp; 4)</td>
</tr>
<tr>
<td>Outer Northern Trade Training Centre (AIET)</td>
<td>Wednesday 12.30pm – 4.30pm (Units 1 &amp; 2)</td>
</tr>
</tbody>
</table>

**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for up to seven units of credit towards their VCE: Five units at Units 1 & 2 and two at Units 3 & 4.
ATAR: Contribution is 10 % increment.

**THIS COURSE MAY INCLUDE**
- Workplace safety and industry induction
- Calculations for the Building Industry
- Communications for the Building Industry
- Bricklaying Hand Tools
- Bricklaying Basic Skills
- Bricklaying Veneer Construction Principles
- Masonry Blockwork
22216VIC Certificate II in Building and Construction (Carpentry Stream) Preapprenticeship

**COURSE AIMS**
This program is designed for people entering the Building and Construction Industry who wish to become carpenters. This program will give students the opportunity to gain experience in a range of building related modules.

<table>
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<tr>
<th>Host Schools</th>
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<tbody>
<tr>
<td>Northern College of the Arts &amp; Technology</td>
<td>Wednesday 8.30am - 12.30pm OR 1.30pm - 5.30pm (Units 1 &amp; 2)</td>
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<td></td>
<td>Thursday 1.30pm - 5.30 pm (Units 3 &amp; 4)</td>
</tr>
<tr>
<td>Outer Northern Trade Training Centre (AIET)</td>
<td>Tuesday, Wednesday, Thursday &amp; Friday 8.00am - 12.00pm OR 12.30pm - 4.30pm (Units 1 - 4)</td>
</tr>
<tr>
<td>Parade College</td>
<td>Monday 7.30am – 3.15pm (Units 3 &amp; 4)</td>
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<tr>
<td></td>
<td>Tuesday 1.30pm – 5.00pm (Units 1 &amp; 2)</td>
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<td>Wednesday 7.30am - 1.00pm (Units 1 &amp; 2)</td>
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<td>Wednesday 1.30pm - 5.00pm (Units 1 - 4)</td>
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<tr>
<td></td>
<td>Thursday 7.30am – 11.00am (Units 1 - 4)</td>
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<tr>
<td></td>
<td>Friday 7.30am – 3.15pm (Units 1 &amp; 2)</td>
</tr>
<tr>
<td>Whittlesea Secondary College (Kangan Institute)</td>
<td>Wednesday 9.00am - 3.15pm (Units 1 - 4)</td>
</tr>
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</table>

**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for up to seven units of credit towards their VCE: Five units at Units 1 & 2 and two at Units 3 & 4.
ATAR: Contribution is 10 % increment.

**STRUCTURED WORKPLACE LEARNING**
A minimum of 10 days is strongly recommended.

**THIS COURSE MAY INCLUDE**
- Building Structures
- Safe handling and use of plant and power tools
- Carpentry hand tools
- Introduction to demolition

Nationally Recognised Training
22216VIC Certificate II in Building & Construction (Wall & Floor Tiling)

**COURSE AIMS**
This program is designed for people entering the Building and Construction Industry who want to explore career and employment opportunities as wall and floor tilers.

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<tr>
<th>Host School</th>
<th>Day &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parade College</td>
<td>Wednesday 1.30pm – 5.00pm (Units 1 &amp; 2)</td>
</tr>
<tr>
<td></td>
<td>Wednesday 1.30pm – 5.00pm (Units 3 &amp; 4)</td>
</tr>
</tbody>
</table>

**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for up to seven units of credit towards their VCE: Five units at Units 1 & 2 and two at Units 3 & 4.
ATAR: Contribution is 10 % increment.

**STRUCTURED WORKPLACE LEARNING**
A minimum of 10 days is strongly recommended.

**THIS COURSE MAY INCLUDE**
- Wall and floor tiling hand and power tools
- Tiling substrates
- Tiling adhesives
- Worksafe Safety and Industry Induction
- Workplace procedures for environmental sustainability
- Basic First Aid
- Building Structures
- Calculations for the building industry
- Introduction to scaffolding
- Levelling
- Safe handling and use of plant and power tools
PATHWAYS FOR BUSINESS

Completion of the VET program leads to the award of a qualification which directly leads in to higher level qualifications in Business Services.

Business Administration Services
Business Information Services
Business Management Services
Human Resources Management
Business Development

The Business Services sector offers a wide range and variety of employment positions within the clerical administrative workforce, for example

- Administrative/Office Assistant
- Receptionist
- Secretary
- Information Officer
- Customer Services Officer
- Health information management
- Health Administration
BSB20112 Certificate II in Business
with selected units from Certificate III in Business

COURSE AIMS
The aim of the program is to provide participants with knowledge and skill development to enhance their employment prospects within the Business Administration field.

<table>
<thead>
<tr>
<th>Host Schools</th>
<th>Day &amp; Time</th>
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</thead>
<tbody>
<tr>
<td>Santa Maria College (NMIT)</td>
<td>Wednesday 1.30pm – 4.30pm (Units 1 &amp; 2)</td>
</tr>
<tr>
<td></td>
<td>Thursday 1.30pm - 4.30pm (Units 3 &amp; 4)</td>
</tr>
<tr>
<td>Mill Park Secondary College (Kangan Institute)</td>
<td>Wednesday 1.30pm – 4.30pm (Units 1 &amp; 2)</td>
</tr>
<tr>
<td>Lalor Secondary College</td>
<td>Wednesday 1.30pm - 4.30pm (Units 1 &amp; 2)</td>
</tr>
<tr>
<td></td>
<td>Thursday 1.30pm - 4.30pm (Units 3 &amp; 4)</td>
</tr>
</tbody>
</table>

CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: Students who complete Certificate II in Business will be eligible for up to 4 VCE units at Units 1&2. Students who complete additional units from Certificate III in Business will be eligible for up to 5 units towards their VCE. Three units at Units 1&2 and two units at Units 3&4.
ATAR: Scored assessment is available for this program.

STRUCTURED WORKPLACE LEARNING
A minimum of 10 days is strongly recommended.

THIS COURSE MAY INCLUDE
• Organise and complete daily work activities
• Communicate in the workplace
• Use business technology
• Organise personal work priorities and development
• Organise workplace information
• Design and produce business documents
The Community Services Training Package is designed to address the needs of the Community Services Industry and includes aged care, alcohol and other drugs, children’s services, child protection, community housing, disability work, mental health and youth work sectors of the industry.

The Certificate II in Community Services Work provides an entry to a broad range of Certificate, Diploma and Advanced Diploma programs.

With additional training and experience possible future career opportunities may include work in the following sectors:

- Community Services
- Aged Care
- Home and Community Care
- Disability
- Alcohol and Other Drugs Work
- Mental Health
- Leisure and Health
- Social Housing
- Pastoral Care
The course is designed to allow students to explore the community service industry with a focus on Youth Work. Students can use this program to pathway into further study in youth, drug and alcohol work or social work.

<table>
<thead>
<tr>
<th>Host Schools</th>
<th>Day &amp; Times</th>
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</thead>
<tbody>
<tr>
<td>Bundoora Secondary College</td>
<td>Wednesday 1.30pm - 4.30pm (Units 1 - 4)</td>
</tr>
<tr>
<td>(Box Hill Institute)</td>
<td></td>
</tr>
<tr>
<td>Peter Lalor Vocational College</td>
<td>Wednesday 9.00am - 1.00pm (Units 1 &amp; 2)</td>
</tr>
<tr>
<td>(AIEIT)</td>
<td>Wednesday 1.30pm - 4.30pm (Units 3 &amp; 4)</td>
</tr>
</tbody>
</table>

**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for up to five units of credit towards their VCE: Three units at Units 1 & 2 and two at Units 3 & 4.
ATAR: Scored assessment is available for this program.

**STRUCTURED WORKPLACE LEARNING**
Structured Workplace Learning of 20 days over two (2) years is highly recommended.

**THIS COURSE MAY INCLUDE**
- Prepare for work in the community services industry
- Communicate with people accessing the service of the organisation
- Follow the organisations policies, procedures and programs
- Work with others
- Follow OH&S procedures
- Operate under a case work framework
- Orientation to work in the leisure and health industries
- Work effectively with young people
- Advocate for clients
- Apply a community development framework
CREATIVE INDUSTRIES

PATHWAYS FOR MULTIMEDIA
The general skills acquired by this course have applications across a range of traditional industry sectors, including graphic design, advertising, publishing, computing, pre-press film/video/TV production, information design, visual and performing arts.

Certificate III in Media
Certificate IV in Interactive Digital Media
Bachelor of Multimedia
Bachelor of Design
Advanced Diploma Interactive Media

With additional training and experience possible future career opportunities
- Graphic Designer
- Media Producer
- Publisher
- Editor
- Photographer
- Screen Printer
- Multimedia Developer
- Games Developer
- Webpage Designer
CUF20107 Certificate II in Creative Industries (Media)

This course is for Year 10 and VCAL students who wish to complete a one year VET course.

**COURSE AIMS**
The aim of this program is to develop students’ computer skills using a range of hardware and software. Students will develop the underpinning knowledge and technical skills needed to produce multimedia presentations such as films, multimedia productions. This program is offered for one year and is a pre-requisite for Certificate III in Media at Northern College of the Arts & Technology.

<table>
<thead>
<tr>
<th>Host School</th>
<th>Day &amp; Time</th>
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<tbody>
<tr>
<td>Northern College of the Arts &amp; Technology</td>
<td>Wednesday 9.00am – 12.30pm (Units 1 &amp; 2)</td>
</tr>
</tbody>
</table>

**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for up to three units of credit towards their VCE at Units 1 & 2.

**THIS COURSE MAY INCLUDE**
- Develop and apply industry creative arts knowledge
- Apply critical thinking processes
- Work effectively with others
- Participate in OHS processes
- Use multimedia
- Perform basic vision and sound editing
- Follow a design process
- Evaluate the nature of design
- Use multimedia
PATHWAYS FOR DANCE

The Certificate II in Dance may offer a pathway to further training at Certificate III and Certificate IV level or other degree or diploma courses.

Certificate III in Dance
Apply to dance full time in a private dance school

With additional training and experience possible future career opportunities
• Professional Dancer
• Performer
• Dance Teacher
• Choreographer
• Dance Management
CUA20111 Certificate II in Dance

COURSE AIMS
The Certificate II in Dance aims to provide young people with the technical and performance skills, knowledge and attitude to begin the process of establishing a career in the entertainment industry. The VCE course is not recommended for students without prior dance experience.

<table>
<thead>
<tr>
<th>Host Schools</th>
<th>Day &amp; Time</th>
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<tbody>
<tr>
<td>Northern College of the Arts &amp; Technology</td>
<td>Wednesday 9.00am - 12.45pm (Units 1 &amp; 2)</td>
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<tr>
<td></td>
<td>Wednesday 1.30pm - 4.50pm (Units 3 &amp; 4)</td>
</tr>
<tr>
<td>St. Helena Secondary College</td>
<td>Wednesday 1.00pm - 5.00pm (Units 1 &amp; 2)</td>
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<tr>
<td>(Ausdance)</td>
<td>Thursday 1.00pm - 5.00pm (Units 3 &amp; 4)</td>
</tr>
</tbody>
</table>

CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for up to six units of credit towards their VCE: Up to four units at Units 1 & 2 and two units at Units 3 & 4.
ATAR: Scored assessment is available for this program

STRUCTURED WORKPLACE LEARNING
A minimum of 5 days is highly recommended.

THIS COURSE MAY INCLUDE
- Develop a basic level of physical condition for dance performance
- Develop basic dance techniques
- Work with others
- Follow health, safety and security procedures
- Source and apply entertainment industry knowledge
- Prepare self for a dance performance
- Refine basic dance techniques
- Apply basic dance techniques for performances
- Practical dance lessons in a variety of dance styles
- School concerts, public festivals and dance competitions
- Portfolio preparation including professional photo-shoot and resume writing
Pathways for Early Childhood Education & Care

Diploma of Children’s Services
Advanced Diploma of Children’s Services

With additional training and experience possible future career opportunities may include work in the following sectors:
- Child care assistant
- Outside school hours care assistant
- Playgroup supervisor
- Recreation assistant
- Family day care worker
- Nanny
- Child care worker
- Mobile assistant
CHC30113 Certificate III in Early Childhood Education and Care (Partial Completion)

**COURSE AIMS**
This qualification covers workers who use organisation policies, procedures and individual children’s profiles to plan activities and provide care to children, facilitating their leisure and play and enabling them to achieve their development outcomes. Depending on the setting, workers may work under direct supervision or autonomously.

<table>
<thead>
<tr>
<th>Host School</th>
<th>Day &amp; Time</th>
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</thead>
</table>
| Bundoora Secondary College (Box Hill Institute) | Wednesday 1.30pm - 4.30pm (First year)  
Wednesday 1.30pm - 4.30pm (Second year) |
| Peter Lalor Vocational College (MEGT)      | Wednesday 9.00am - 1.00pm (First year)  
Wednesday 1.30pm - 4.30pm (Second year) |
| St. Helena Secondary College           | Wednesday 1.00pm - 5.00pm (First year)  
Thursday 1.00pm - 5.00pm (Second year) |

**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
VCE: Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.
ATAR: Where a Unit 3 & 4 sequence is achieved towards the VCE it may provide a 10% increment towards the ATAR subject to VTAC policies.

**THIS COURSE MAY INCLUDE**
- Implement and monitor environmentally sustainable work practices
- Work within a relevant legal and ethical framework
- Develop cultural competence
- Ensure the health and safety of children
- Provide care for children
- Promote and provide healthy food and drinks
- Provide care for babies and toddlers
- Support behaviour of children and young people
- Develop positive and respectful relationships with children
ELECTROTECHNOLOGY

PATHWAYS FOR ELECTROTECHNOLOGY (ELECTRICAL)

Graduates will have enhanced employment prospects which may lead to employment into Electrotechnology, Electrical or further study.

Certificate III in Electrical Machine Repair
Certificate III in Electrotechnology Electrician
Certificate III in Electrotechnology Systems Electrician
Certificate III in Engineering (Electrical Stream)
Certificate III in Engineering Studies
Certificate III in Renewable Energy ELV
Certificate IV in Electrical
Certificate IV in Electrotechnology Renewable Energy
Certificate IV in Electrotechnology Systems Electrician

With additional training and experience possible future career opportunities
• Electrotechnology Assembler
• Electrotechnology Communications Technician
• Electrotechnology Instrumentation Technician
• Electrotechnology Systems Electrician
• Electrotechnology Systems Technician
UEE22011 Certificate II in Electrotechnology (Career Start)

COURSE AIMS
The aim of the program is to provide participants with knowledge and skill development to enhance their employment prospects within the Electrotechnology Industry.

<table>
<thead>
<tr>
<th>Host School</th>
<th>Day &amp; Times</th>
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<tbody>
<tr>
<td>Outer Northern Trade Training Centre (AGA)</td>
<td>Wednesday 8.00am - 12.00pm (First year)</td>
</tr>
<tr>
<td></td>
<td>Wednesday 12.30pm - 4.30pm (First year)</td>
</tr>
<tr>
<td>Northern College of the Arts &amp; Technology</td>
<td>Only for continuing students.</td>
</tr>
<tr>
<td></td>
<td>Thursday 1.30pm - 5.30pm (Second year)</td>
</tr>
</tbody>
</table>

CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
VCE: Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.

THIS COURSE MAY INCLUDE:
• Apply Occupational Health and Safety regulations, codes and practices in the workplace
• Solve problems in d.c circuits
• Use of routine equipment/plant/technologies in an energy sector environment
• Carry routine work activities in an energy sector environment
• Identify and select components, accessories and materials for energy sector work activities
• Apply environmentally and sustainable energy procedures in the energy sector
• Assemble electrical components
• Use computer applications relevant to a workplace
PATHWAYS FOR ELECTROTECHNOLOGY (ELECTRICAL)

Students who complete the program will have enhanced employment prospects which may lead to employment in the electrical industry or into further education and training.

Certificate II in Electrical (Pre Apprenticeship)
Certificate III in Electrical (Electrician)
Certificate III in Electro technology Systems Electrician
Certificate III in Engineering Studies
Certificate IV in Electrician Systems/Instrumentation

With additional training and experience possible future career opportunities

- Electrotechnology Assembler
- Electrical Fitter
- Electrical Instrumentation Technician
- Electrotechnology Trainer
22261VIC Certificate II in Electro Technology Studies (Pre-Vocational)

**COURSE AIMS**
The Certificate II in Electrotechnology Studies (pre-vocational) could be the perfect first step to working as an electrician in industry or running your own business. Commonly called a pre-apprenticeship, this course is based on hands-on projects that will help you to develop a wide range of work skills for a variety of electrical trades. As well as acting as a pathway into an apprenticeship, a course like this can help prepare you for the workforce or allow you to improve on existing skills.

<table>
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<tr>
<th>Host School</th>
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<tbody>
<tr>
<td>Northern College of the Arts &amp; Technology</td>
<td>Wednesday 8.30am - 12.30pm OR 1.30pm - 5.30pm (Units 1 &amp; 2)</td>
</tr>
<tr>
<td>Parade College</td>
<td>Tuesday 1.30pm - 5.00pm (Units 1 &amp; 2) (Bundoora Campus)</td>
</tr>
<tr>
<td></td>
<td>Wednesday 9.00am - 3.00pm (Units 1 &amp; 2) (Preston Campus)</td>
</tr>
</tbody>
</table>

**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for up to five units towards their VCE: three units at Units 1 & 2 and two at Units 3 & 4.
ATAR: Contribution is a 10% increment.

**THIS COURSE MAY INCLUDE:**
- Dismantle, assemble and fabricate electrotechnology components
- Solve problems in extra low voltage single path circuits
- Solve problems in multiple path D.C. circuits
- Fix and secure equipment
- Use drawings, diagrams, schedules and manuals
- Document occupational hazards and risks in electrical
- Identify and select components/accessories/materials for electrotechnology work activities
- Produce routine products for carrying out electrotechnology work activities
- Provide basic sustainable energy solutions for energy reduction in domestic premises
PATHWAYS FOR ENGINEERING

The Certificate II in Engineering provides pre employment training for pathways into apprenticeships.

Certificate II in Engineering
Apprenticeships - Mechanical, Fabrication, Automotive or Electrical
Certificate III in Engineering - Certificate IV in Engineering - Diploma
Advanced Diploma - One year credit into Bachelor of Engineering

The majority of job vacancies are for people who have completed a qualification of some sort, be it apprenticeship, traineeship, TAFE or university. Furthermore, relevant qualifications are regarded by the industry as the key to further career progression to most senior positions.

With additional training and experience possible future career opportunities

- Electrical Engineering
- Electrician
- Fitter and Turner
- Manufacturing Engineer
- Boiler Maker
- Metallurgical Engineer
- Toolmaker
- Mechanical Engineering
- Automotive Engineering
22209VIC Certificate II in Engineering Studies

COURSE AIMS
This program provides entry level training in the Engineering/Manufacturing Industries. The occupations include all of the people who conceive, design, manufacture, assemble, install, repair, package and sell those products.

<table>
<thead>
<tr>
<th>Host Schools</th>
<th>Day &amp; Time</th>
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<tbody>
<tr>
<td>Greensborough College (Kangan Institute)</td>
<td>Wednesday 1.00pm - 5.00pm (Units 1 &amp; 2)</td>
</tr>
<tr>
<td>Northern College of the Arts &amp; Technology</td>
<td>Wednesday 8.30pm – 12.30pm OR 1.30pm - 5.30pm (Units 1 &amp; 2) Thursday 1.30pm – 5.30pm (Units 3 &amp; 4)</td>
</tr>
<tr>
<td>Whittlesea Secondary College (Kangan Institute)</td>
<td>Wednesday 9.00am - 3.15pm (Units 1 - 4)</td>
</tr>
</tbody>
</table>

CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for four units of credit towards their VCE: Two units at Units 1 & 2 and two at Units 3 & 4.
ATAR: Scored assessment is available for this program.

STRUCTURED WORKPLACE LEARNING
It is strongly recommended that students undertake a minimum of 80 hours.

THIS COURSE MAY INCLUDE
- Apply principles of Occupational Health & Safety in work environment
- Perform basic machining processes
- Apply basic fabrication techniques
- Perform basic computational principles in engineering work activities
- Apply electrotechnology principles in an engineering work environment
- Use basic engineering concepts to plan the manufacture of engineering components
- Produce basic engineering components and products using fabrication and machining
- Produce basic engineering sketches and drawings
FURNITURE MAKING

PATHWAYS FOR FURNITURE MAKING

Apprenticeships - Certificate III in Furnishing
Certificate IV in Furniture Production
Diploma of Furnishings in Furniture Technology
Diploma Arts in Furniture Design
Bachelor of Design

With additional training and experience possible future career opportunities
• Cabinet Maker
• Furniture Designer and Maker
• Wood Machinist
• Soft Furnishing Maker
• Upholsterer
• Textile Technician / Mechanic
• Musical Instrument Maker
• Leather Worker
• Craft Design
• Furniture Restorer
• French Polisher
**LMF20309 Certificate II in Furniture Making**
**with selected units from Certificate III**

This course is subject to change in 2015.

**COURSE AIMS**
The overall aim of this program is to provide young people with the opportunity to gain comprehensive entry level training in the Furnishing Industry. The program covers broad based and core skills in Cabinet Making.

<table>
<thead>
<tr>
<th>Host Schools</th>
<th>Day &amp; Time</th>
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</thead>
</table>
| Northern College of the Arts & Technology  | Wednesday 8.30am – 5.30pm (Units 1 & 2)  
Thursday 1.30pm - 5.30pm (Units 3 & 4) |
| Parade College (Box Hill Institute)        | Tuesday 1.30pm - 5.00pm (Units 1 - 4)  
Wednesday 7.30am - 1.00pm (Units 1 - 4) |
| St. Helena Secondary College               | Wednesday 1.00pm - 5.00pm (Units 1 & 2)  
Thursday 1.00pm - 5.00pm (Units 3 & 4) |

**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for up to five units towards their VCE:
Three units at Units 1 & 2 and two at Units 3 & 4.
ATAR: Scored assessment is available for this program.

**STRUCTURED WORKPLACE LEARNING**
The full program contains a mandatory industry placement of 114 hours.

**THIS COURSE MAY INCLUDE**
- Follow safe working policies and practices
- Construct a basic timber furnishing product
- Hand make timber joints
- Join solid timber
- Prepare surfaces for finishing
- Assemble furnishing components
- Use furniture making sector hand and power tools
- Construct furniture using leg and rail method
- Prepare cutting list from plans and job specification
PATHWAYS FOR THE HAIR INDUSTRY

Certificate IV in Hairdressing
Advanced Diploma Hairdressing

With additional training and experience possible future career opportunities

- Hairdresser
- Retail Sales
- Salon Manager
SIH20111 Certificate II in Hairdressing

COURSE AIMS
This program is an introduction to vocational training and will provide participants with the basic knowledge and skill development to enhance their employment prospects in the Hairdressing Industry as an Apprentice. This is a one year program of 288 hours which leads to the completion of Certificate II in Hairdressing (Pre-apprenticeship). This is a one year program.

<table>
<thead>
<tr>
<th>Host Schools</th>
<th>Day &amp; Time</th>
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<tbody>
<tr>
<td>Macleod College (Chisholm Institute)</td>
<td>Wednesday or Thursday 9.30am – 4.30pm</td>
</tr>
<tr>
<td>Peter Lalor Vocational College (AIET)</td>
<td>Wednesday 9.00am – 1.30pm OR Friday 9.00am – 1.30pm.</td>
</tr>
<tr>
<td>Whittlesea Secondary College (NMIT)</td>
<td>Wednesday 9.00am - 3.15pm</td>
</tr>
</tbody>
</table>

CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
VCE: Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.

THIS COURSE MAY INCLUDE
- Prepare clients for salon services
- Dry hair to shape
- Maintain tools and equipment
- Maintain and organise work areas
- Follow personal health and safety routines at work
- Work effectively in a retail environment
- Apply safe working practices
- Communicate in the workplace
- Perform head, neck and shoulder massage
- Develop hairdressing industry knowledge
- Apply temporary hair colour and remove residual colour products
- Apply single, two and three strand braiding techniques
- Assist colleagues providing multiple salon services as a team member (work placement)
PATHWAYS FOR THE HAIR INDUSTRY

Certificate IV in Hairdressing
Advanced Diploma Hairdressing

With additional training and experience possible future career opportunities
• Hairdresser
• Retail Sales
• Salon Manager
SIH30111 Certificate III in Hairdressing (Partial Completion)

**COURSE AIMS**
To provide a continuing pathway for students who have completed Certificate II in Hairdressing. This program is offered for one year.

<table>
<thead>
<tr>
<th>Host Schools</th>
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<tbody>
<tr>
<td>Macleod College (Chisholm Institute)</td>
<td>Friday 9.30am - 4.30pm (Second Year)</td>
</tr>
</tbody>
</table>

**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
VCE: Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.
ATAR: Where a Unit 3 & 4 sequence is achieved towards the VCE it may provide a 10% increment towards the ATAR subject to VTAC policies.

**THIS COURSE MAY INCLUDE**
- Design and apply long hair design finishes
- Colour and lighten hair
- Combine haircut structures for traditional and classic designs on men
- Consult with clients and treat hair scalp conditions
- Design and perform full and partial highlighting techniques
- Perform chemical curling and volumising services
- Apply layered haircut structures
- Provide service to clients
- Identify and treat hair and scalp conditions
- Perform a full client consultation
PATHWAYS FOR HOSPITALITY

Certificate III in Hospitality
Certificate IV in Hospitality
Diploma of Hospitality (Management)
Advanced Diploma of Hospitality (Management)
Bachelor of Applied Science (Hospitality Management)

With additional training and experience possible future career opportunities
• Chef/Cook
• Tourism Manager
• Food Production
• Catering Manager
• Promotions Director
• Event Manager
• Kitchen Hand
• Waiter/Bartender
• Hotel/Resort Manager
• Steward/Host
• Housekeeping
SIT31013 Certificate III in Catering Operations
SIT20213 Certificate II in Hospitality

COURSE AIMS
This program is designed to provide students with training and skill development for the achievement of competence in food and beverage service and other hospitality pathways.

<table>
<thead>
<tr>
<th>Host School</th>
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<tbody>
<tr>
<td>Eitham College</td>
<td>Monday OR Tuesday 4.30pm - 9.30pm (Units 1 &amp; 2)</td>
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<tr>
<td></td>
<td>Wednesday OR Thursday 4.30pm - 9.30pm (Units 3 &amp; 4)</td>
</tr>
</tbody>
</table>

CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: Hospitality Stream- On completion students will be eligible for four units of credit towards their VCE: Two at Units 1 & 2 and two units at Units 3 & 4.
ATAR: Scored assessment is available for this program.

STRUCTURED WORKPLACE LEARNING
A minimum of 10 days each year is highly recommended.

THIS COURSE MAY INCLUDE
• Work effectively with others
• Source and use information on the hospitality industry
• Use hospitality skills effectively
• Interact with customers
• Use hygienic practices for food safety
• Participate in safe work practices
• Use food preparation equipment
• Recieve and store stock
• Clean kitchen premises and equipment
• Show social and cultural sensitivity
• Clean and tidy bar areas
• Produce dishes using basic methods of cookery
SIT31013 Certificate III in Catering Operations
SIT20312 Certificate II in Hospitality (Kitchen Operations)

COURSE AIMS
This program is designed to provide students with training and skills to be competent to work in the hospitality industry with a particular focus on commercial cookery.

<table>
<thead>
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<th>Host School</th>
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<tbody>
<tr>
<td>Eltham College</td>
<td>Wednesday OR Thursday 4.30pm - 9.30pm (Units 3 &amp; 4)</td>
</tr>
</tbody>
</table>
| Greensborough College                                           | Wednesday 1.00pm - 5.00pm (Units 1 & 2)  
                        | Thursday 1.00pm - 5.00pm (Units 3 & 4)                                    |
| Parade College (Student Training Hospitality Services)          | Tuesday 1.30pm - 5.00pm (Units 1 & 2)  
                        | Wednesday 3.15pm - 7.15pm (Units 3 & 4)                                   |
| Peter Lalor Vocational College (ALET)                          | Wednesday 9.00am - 1.00pm (Units 1 & 2)  
                        | Wednesday 1.30pm - 4.30pm (Units 3 & 4)                                   |
| Thornbury High School Combined Course of SIT20312 and SIT20213 (IMVC) | Wednesday 1.30pm - 5.00pm (Units 1 & 2)  
                        | Plus one week block training during school holidays                      |

CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or the Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: Kitchen Operations Stream- On completion students will be eligible for four units of credit towards their VCE: Two at Units 1 & 2 and two Units at 3 & 4.
ATAR: Scored Assessment is available for this program.
STRUCTURED WORKPLACE LEARNING
A minimum of 10 days each year is highly recommended.

COURSES MAY INCLUDE
• Use hygienic practices for food safety
• Clean kitchen premises and equipment
• Work effectively with others
• Maintain the quality of perishable items
• Participate in safe work practices
• Produce dishes using basic methods of cookery
• Use cookery skills effectively
• Produce appetisers and salads
• Produce stocks, sauces and soups
• Produce vegetable, fruit, egg and farinaceous dishes
• Produce poultry dishes
• Produce seafood dishes
PATHWAYS FOR INFORMATION TECHNOLOGY

Certificate IV in Digital and Interactive Games
Certificate IV in Digital Media Technologies
Certificate IV in Information Technology-Networking
Certificate IV in Information Technology-Programming
Certificate IV in Information Technology-Support
Certificate IV in Information Technology-Systems Analysis and Design
Certificate IV in Information Technology-Web Based Technologies
Diploma of Information Technology
Diploma of Software Development
Advanced Diploma of Computer Systems Technology
Advanced Diploma of Information Technology

Employment Opportunities in Information Technology
• Information Technology Support Technician
• Games Developer
• Multimedia Developer
• Web Designer/Developer
• Programmer
• Systems Designer
• Information Technology Administrator
• Database/Network/Systems Administrator
• Hardware and Software Maintenance Consultant
ICA30111 Certificate III in Information, Digital Media and Technology (Partial Completion)

COURSE AIMS
This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user. Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies.

<table>
<thead>
<tr>
<th>Host Schools</th>
<th>Day &amp; Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Helena Secondary College</td>
<td>Wednesdays 1.00pm - 5.00pm (Units 1 &amp; 2)</td>
</tr>
<tr>
<td></td>
<td>Units 3 &amp; 4 offered in 2016.</td>
</tr>
</tbody>
</table>

CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or the Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: Students who undertake partial completion will be eligible for up to four units credit towards satisfactory completion of their VCE: Two units at Units 1 & 2 and a Units 3 & 4 sequence.
ATAR: Scored assessment is available for this program.

THIS COURSE MAY INCLUDE
- Care for computer hardware
- Administer network peripherals
- Run standard diagnostic tests
- Work and communicate effectively in an IT environment
- Provide basic system administration
- Operate application software packages
- Participate effectively in WHS communication and consultative processes
INTEGRATED TECHNOLOGIES

PATHWAYS FOR INTEGRATED TECHNOLOGIES

The course will provide learners with the skills required by industries which broadly encompass; electro technology, telecommunications, information technology and security systems.

The Certificate II is a pathway for graduates and can lead into entry to higher level programs and then to TAFE and Higher Education and /or directly to employment. Options include:

Certificate III in Telecommunications
Certificate III in Computer Systems Equipment
Certificate III in Data and Voice Communications
Certificate III in Gaming Electronics
Certificate III in Refrigeration and Air Conditioning
Certificate III in Renewable Energy ELV

Some career and jobs opportunities include:

Integrated Technologies
• Wireless LAN and IP Network Installer
• IP Convergence Installations for Home and SME
• Convergent Technology Installations for Home & SME – Terrestrial and Satellite antennas, theatre systems etc

Information and Communications Technology
• ICT Technical support and operations support
• ICT network technician
• Web technologies, software applications and digital media technologies

Telecommunications
• Cabler
• Digital Reception Technology installer
• Broadband & Fibre technician - Fibre To The Premises (FTTP) Installation and Test & Commission

Security
• Installation of Home security systems
• Installation of Commercial based detection systems
• CCTV installations and Access Control systems
22071VIC Certificate II in Integrated Technologies

COURSE AIMS
The aim of the course is to provide learners with the skills required by industries which broadly encompass: electrotechnology, telecommunication, information technology and security systems. The NCAT course is unique in that it provides both theoretical and practical training that is linked directly to the work of network professionals and computer technicians.

<table>
<thead>
<tr>
<th>Host Schools</th>
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<tbody>
<tr>
<td>Northern College of the Arts &amp; Technology</td>
<td>Wednesday 1.30pm - 5.30pm (Units 1 &amp; 2)</td>
</tr>
<tr>
<td></td>
<td>Thursday 1.30pm - 5.30pm (Units 3 &amp; 4)</td>
</tr>
</tbody>
</table>

CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for four units of credit towards their VCE: Two units at Units 1 & 2 and two at Units 3 & 4.
ATAR: Scored assessment is available for this program.

STRUCTURED WORKPLACE LEARNING
It is strongly recommended that students undertake a minimum of 30 hours.

THIS COURSE MAY INCLUDE
• Carry out routine work activities in an electrotechnology environment
• Identify & select components, accessories, materials for electrotechnology work activities
• Apply technologies and concepts to electrotechnology work activities
• Carry out shared technology project

The Northern College of the Arts & Technology course includes:
• Computer networking theory and practical tasks (Cisco Networking Academy)
• Computer Hardware and Operating Systems
• Wireless Networking
• Telecommunications cabling and Optical Fibre systems (Including NBN)
PATHWAYS FOR JOINERY, SHOPFITTING AND STAIRBUILDING

To become a joiner, you usually have to complete an apprenticeship in Joinery. Training is usually on and off the job. The off the job training is provided through Registered Training Organisations, including TAFE.

Related jobs include:
• Carpenter
• Joiner

Post Trade studies may include:

Certificate III in Carpentry
Certificate III in Cabinet Making
Certificate III in Carpentry and Joinery
Certificate IV in Building and Construction - Building
Diploma of Building and Construction - Building
Diploma of Building and Design - Management

With additional training and experience future career opportunities
• Cabinet maker
• Carpenter
• Wood Machinist
• Furniture Polisher
• Picture Framer
• Upholsterer
• Home Improvement Installer
• Technical Teacher
21533VIC Certificate II in Joinery, Shop Fitting, Stair Building (Partial completion)

**COURSE AIMS**
This pre-vocational course offers the opportunity to develop skills required for entry into joinery, shopfitting and stair building. It is suitable for those about to commence an apprenticeship in this area or those who are keen to obtain one.

<table>
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<tr>
<th>Host Schools</th>
<th>Day &amp; Time</th>
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<tbody>
<tr>
<td>Parade College (Box Hill Institute)</td>
<td>Wednesday 1.30pm - 5.00pm (Units 1 – 4)</td>
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</table>

**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Skills Strand and/or the Work Related Skills Strand.
VCE: Partial or full completion of this program may contribute via Block Credit recognition of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.

**THIS COURSE MAY INCLUDE**
- Building and construction industry induction
- Workplace documents and plans
- Workplace Safety and Environmental procedures
- Levelling
- Basic First Aid
- Calculations for the Building Industry
- Communications for the Building Industry
LABORATORY SKILLS

PATHWAYS FOR LABORATORY SKILLS

The Laboratory Operations Training Package is designed to address the training needs of the laboratory operations industry and it covers sectors such as biological testing, biotechnology, chemical testing, construction material testing, environmental monitoring, food testing, mineral assay, pathology testing and scientific glassblowing.

Certificate IV in Laboratory Techniques
Diploma of Laboratory Technology
Diploma of Laboratory Technology-Biological and Environmental Testing
Diploma of Laboratory Technology-Biotechnology
Diploma of Laboratory Technology – Pathology Testing
Advanced Diploma of Laboratory Operations

With additional training and experience possible future career opportunities
• Laboratory Assistant
• Laboratory Attendants
• Instrument Operators
• Support Staff to scientists in Research, Education and Industry
• Laboratory Technician
• Senior Technician
• Laboratory Manager
MSL30109 Certificate III in Laboratory Skills

COURSE AIMS
Laboratory Skills is a very hands-on subject that endeavours to equip students with a broad range of skills that are used within the scientific community. This course is made up from a number of modules. Each module is designed to teach and train students in a number of skills and competencies. To be successful in the course you must demonstrate that you are competent in the skills being taught. Some skills will be taught individually. However, often a number of competencies will be taught and assessed concurrently.

<table>
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<tr>
<th>Host School</th>
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<tbody>
<tr>
<td>Mill Park Secondary College</td>
<td>Wednesday 1.30pm - 5.00pm (Units 1 &amp; 2)</td>
</tr>
</tbody>
</table>

CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for up to six units of credit towards their VCE: four units at Units 1 & 2 and a 3 & 4 sequence.
ATAR: Scored assessment is available for this program.

THIS COURSE MAY INCLUDE
- Participate in environmentally sustainable work practices
- Communicate with other people
- Plan and conduct laboratory/field Work
- Record and present data
- Maintain the laboratory fit for purpose
- Participate in laboratory/field workplace safety
- Receive and prepare samples for testing
- Perform basic tests
PATHWAYS FOR LIVE PRODUCTION, THEATRE AND EVENTS

Certificate III in Live Production, Theatre and Events
Certificate IV in Live Production, Theatre and Events

An excellent grounding for entry into the entertainment industry.

With additional training and experience possible future career opportunities
- Stage Manager
- Road Crew
- Production Coordinator
- Lighting Technician
- Audio Technician
- O H & S Manager
- Stage and Event Production Crewing
CUE20103 Certificate II in Live Production, Theatre & Events

This course is subject to change in 2015.

**COURSE AIMS**
The aims of this program are to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects within a creative entertainment environment.

This enables participants to gain a recognised credential and to make a more informed choice of vocation or career paths.

<table>
<thead>
<tr>
<th>Host School</th>
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<tbody>
<tr>
<td>Northern College of the Arts &amp; Technology</td>
<td>Wednesday 9.30am - 1.00pm</td>
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<tr>
<td></td>
<td>This program is offered for one year.</td>
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</tbody>
</table>

**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
VCE: Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.

**THIS COURSE MAY INCLUDE**
- Health and safety procedures
- Developing event concepts
- Staging a variety of events
- Basic understanding of audio for work activities
- Basic understanding of staging for work activities
- Developing and updating event industry knowledge
- Basic staging operations
- Planning and organising for a range of events
- Working with others
- Set up and break down for a range of events
- Communication and negotiation skills

This course will require students to occasionally work outside of normal school hours, at nights and weekends.
MEDIA / SCREEN

PATHWAYS FOR THE SCREEN INDUSTRY

Future pathways

Advanced Diploma of Screen

With additional training and experience possible future career opportunities

- Corporate video
- Production houses
- Advertising agencies
- Government organisations
- Private industry
- TV broadcasting
CUF40107 Certificate IV in Screen and Media (Partial completion of Certificate IV if only one part of the course is completed)

**COURSE AIMS**
The aim of the program is to provide students with the skills to achieve competencies which will enhance their employment prospects within the Film and Television industry. The program is delivered in two Parts. Students can select to do either Part 1 or 2 in isolation or they are welcome to do both in any order that suits them. Please Note: Year 12 students can not complete Part 1 in their final year of schooling; they are advised to complete this in Year 11. This program is offered for one year:

- **Part 1** - 3 Week Block in late Term 4
- **Part 2** - Wednesday 1.30pm - 4.30pm Term 2. Wednesday 1.30pm - 8.00pm Term 3

<table>
<thead>
<tr>
<th>Host School</th>
<th>Day &amp; Time</th>
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<tbody>
<tr>
<td>Eltham College</td>
<td>Wednesday 1.30pm – 4.30pm (Term 2)</td>
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<tr>
<td></td>
<td>Wednesday 1.30pm - 8.00pm (Term 3)</td>
</tr>
<tr>
<td></td>
<td>3 week block in late Term 4 (Unit 3 &amp; 4)</td>
</tr>
</tbody>
</table>

**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
VCE: Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.
ATAR: Where a Unit 3 & 4 sequence is achieved towards the VCE it may provide a 10% increment towards the ATAR subject to VTAC policies.

**STRUCTURED WORKPLACE LEARNING**
There is no formal Structured Workplace Learning required but it is highly recommended that students undertake a work placement to develop skills and gain experience.

**THIS COURSE MAY INCLUDE**
- Develop and extend critical and creative thinking skills
- Work effectively in the screen and media industries
- Participate in OHS processes
- Perform basic vision and sound editing
- Manage projects
- Direct rehearsals of performers
- Implement lighting designs
- Organise production locations
- Shoot television content in a multi-camera environment
- Coordinate film and media production services and resources
- Edit screen content for fast turn around
MULTIMEDIA
(Interactive Digital Media)

PATHWAYS FOR MULTIMEDIA

The general skills acquired by this course have applications across a range of traditional industry sectors, including graphic design, advertising, publishing, computing, pre-press film/video/TV production, information design, visual and performing arts.

Certificate IV in Multimedia
Bachelor of Multimedia
Bachelor of Design
Advanced Diploma Interactive Media

With additional training and experience possible future career opportunities
- Graphic Designer
- Media Producer
- Publisher
- Editor
- Photographer
- Screen Printer
- Multimedia Developer
- Games Developer
- Webpage Designer
CUF30107 Certificate III in Media

COURSE AIMS

- Expose students to commercial practices in a range of multimedia with focus on digital design, website design, sound and animation
- Prepare them for further education at TAFE or University
- Give students the opportunity to produce a folio of work

<table>
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<tr>
<th>Host School</th>
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<tbody>
<tr>
<td>Epping Secondary College (Kangan Institute)</td>
<td>Wednesday 9.00am - 1.00pm (Units 1 - 4)</td>
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<tr>
<td></td>
<td>This is a two year program.</td>
</tr>
<tr>
<td>Northern College of the Arts &amp; Technology</td>
<td>Wednesday 9.00am - 12.30pm OR</td>
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<tr>
<td></td>
<td>1.30pm - 5.00pm (Units 1 &amp; 2)</td>
</tr>
<tr>
<td></td>
<td>Wednesday 1.30pm - 5.00pm (Units 3 &amp; 4)</td>
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<td></td>
<td>This is a two year program.</td>
</tr>
<tr>
<td>Parade College</td>
<td>Tuesday 1.30pm - 5.30pm (Units 1 - 4)</td>
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<tr>
<td></td>
<td>This is a two year program.</td>
</tr>
<tr>
<td>Peter Lalor Vocational College (AIET)</td>
<td>Friday 9.00am - 3.00pm (Units 1 - 4)</td>
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<td></td>
<td>This is a one year program.</td>
</tr>
</tbody>
</table>

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for up to four units of credit at Units 1 & 2 level and two at Units 3 & 4.
ATAR: Scored assessment is available for this program.

STRUCTURED WORKPLACE LEARNING
Structured Workplace Learning of a minimum of 10 days is highly recommended.

THIS COURSE MAY INCLUDE

- Work effectively in the screen and media industries
- Produce and prepare photo images
- Create 2D Digital Animations
- Write content for a range of media
**PATHWAYS FOR THE MUSIC INDUSTRY**
The Certificate II is used as a springboard for the Certificate III in Music. It helps to prepare the students musically and technically for the more complex needs of the Certificate III.

Certificate III in Music Industry (Technical Production)
Certificate IV in Music Industry (Technical Production)
Diploma of Music Industry (Technical Production)
Advanced Diploma of Music Industry (Technical Production)
Certificate IV in Music
Diploma of Music
Advanced Diploma of Music

With additional training and experience possible future career opportunities
- Musician
- Music Technician
- Singer
- Songwriter
- Stage Producer
- Sound and Lighting Technician
- Director
- Stage Manager
- Digital Audio Technician
- Sound Engineer
- Broadcaster
- Music Editor
- Jingle Writer
- Music Teacher
- Disc Jockey
CUS20109 Certificate II in Music

COURSE AIMS
This program provides knowledge and skills that will enhance students employment prospects in the music industry. The course covers a broad range of skills used in the music industry including music rehearsal and performance techniques; basic sound and staging; recording, mixing and editing; maintaining equipment; and planning and staging events.

<table>
<thead>
<tr>
<th>Host School</th>
<th>Day &amp; Time</th>
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<tbody>
<tr>
<td>Epping Secondary College (AusMusic)</td>
<td>Wednesday 9.00am - 1.00pm (Units 1 &amp; 2)</td>
</tr>
<tr>
<td>Lalor North College (Collarts)</td>
<td>Wednesday 11.30am - 3.30pm (Units 1 &amp; 2)</td>
</tr>
<tr>
<td>Northern College of the Arts &amp; Technology</td>
<td>Wednesday 9.00am - 3.15pm (Units 1 &amp; 2)</td>
</tr>
</tbody>
</table>

CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for up to four units of credit at Units 1 & 2 towards their VCE.

THIS COURSE MAY INCLUDE
- Manage own work and learning
- Undertake simple lighting/sound/audio
- Develop/update Music Industry knowledge
- Develop music knowledge/listening skills
- Develop technical skills for playing or singing music
- Audio equipment
- Instrument care and maintenance
- Set up and operations
- Sequencing and sampling
- Multi-track recording
- Radio and print media
- Music marketing and retailing
- Health and safety skills
- Performing
- Song writing
- Singing
CUS30109 Certificate III in Music

COURSE AIMS
Students undertake a wide range of activities related to music performance including song writing, improvisation, developing repertoire, musicianship, accompaniment and group work, investigation of genre and development of stagecraft.

<table>
<thead>
<tr>
<th>Host School</th>
<th>Day &amp; Time</th>
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<tbody>
<tr>
<td>Catholic Ladies College (Ripponlea Institute)</td>
<td>Wednesday 1.00pm - 5.00pm (Units 1 &amp; 2)</td>
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<tr>
<td></td>
<td>This is a two year program.</td>
</tr>
<tr>
<td></td>
<td>Units 3 &amp; 4 offered in 2016.</td>
</tr>
<tr>
<td>Lalor North College (Collarts)</td>
<td>Wednesday 11.30am - 3.30pm (Units 3 &amp; 4)</td>
</tr>
<tr>
<td></td>
<td>This is a one year program.</td>
</tr>
<tr>
<td>Northern College of the Arts &amp; Technology</td>
<td>Wednesday 9.00am – 3.15pm (Units 3 &amp; 4)</td>
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<tr>
<td></td>
<td>This is a one year program.</td>
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</tbody>
</table>

CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for up to five units of credit towards their VCE: Up to three units at Units 1 & 2 and two at Units 3 & 4.
ATAR: Scored assessment is available for this program.

THIS COURSE MAY INCLUDE
• Address copyright requirements
• Develop and update music industry knowledge
• Follow health, safety and security procedures in the music industry
• Compose a simple song or tune
• Prepare self for performance
• Develop and practise improvisation
• Maintain self or group in music
• Maintain and expand music knowledge and critical listening skills
• Copyright, contracts and negotiation
• Artist management skills, music business skills
• Performance craft, developing repertoire
• Improvisation, learning parts from recordings
• Make a music demo
• Apply a working knowledge of lighting to work activities
CUS30209 Certificate III in Technical Production

COURSE AIMS
This program aims to build pathways for students into a career or further study embracing their passion for music and audio. It provides a broad basis of industry knowledge and skills that can be applied in multiple life and work experiences. Students work as a whole class and in small groups to complete practical projects, written work and computer tasks. Please note: To complete Certificate III you must have already completed Certificate II.

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<td>Northern College of the Arts &amp; Technology</td>
<td>Thursday 1.30pm - 5.00pm (Units 1 &amp; 2)</td>
</tr>
<tr>
<td></td>
<td>This is a two year program.</td>
</tr>
<tr>
<td></td>
<td>Units 3 &amp; 4 offered in 2016.</td>
</tr>
<tr>
<td>Parade College</td>
<td>Tuesday 1.30pm - 5.00pm (Units 1 &amp; 2)</td>
</tr>
<tr>
<td></td>
<td>Wednesday 3.15pm - 7.15pm (Units 3 &amp; 4)</td>
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<tr>
<td></td>
<td>This is a two year program.</td>
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</tbody>
</table>

CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for up to five units of credit towards their VCE: Three units at Units 1 & 2 and two at Units 3 & 4.
ATAR: Scored assessment is available for this program.

THIS COURSE MAY INCLUDE
• Address copyright requirements
• Mixing consoles, microphones and speakers
• Digital audio, signal processing, recording software, creating music website
• Band PA systems, outdoor and stadium PA systems
• Producing demos and CDs
• Artist management skills, finances and bookkeeping, unions and associations
PATHWAYS FOR MUSICAL INSTRUMENT MAKING AND REPAIR

Certificate IV in Musical Instrument Making and Repair

With additional training and experience possible future career opportunities:

• Work within Music, Theatre Repair and Design for quality musical instruments
• Retail in musical Instruments
• Manufacturing of musical Instruments
• Replicating period instruments for period music
• Touring music group technician
• Maintaining music instruments instore
LMF31408 Certificate III in Musical Instrument Making and Repair

This course is subject to change in 2015.

**COURSE AIMS**
The aim of this qualification is to provide the skills and knowledge for a musical instrument maker and repairer to design, make and repair quality musical instruments.

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<th>Host School</th>
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<tbody>
<tr>
<td>Northern College of the Arts &amp; Technology</td>
<td>Wednesday 9.00am – 3.15pm (First year)</td>
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<tr>
<td></td>
<td>Wednesday 9.00am – 3.15pm (Second year)</td>
</tr>
<tr>
<td></td>
<td>This is a two year program.</td>
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VCE: Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.
ATAR: Where a Unit 3 & 4 sequence is achieved towards the VCE it may provide a 10% increment towards the ATAR subject to VTAC policies.

**THIS COURSE MAY INCLUDE**
- Follow safe working policies and practices
- Communicate in the workplace
- Carry out measurements and calculations
- Work effectively with others
- Assemble instrument components
- Estimate and cost job
- Use drawing techniques to represent the object or idea
- Produce drawings
- Soft soldering
- Apply stains, fillers and bleach
- Apply surface coatings by hand
- Enhance finishes
- Move and store materials and products
- Repair electric guitars
PATHWAYS FOR PHOTO IMAGING.

Certificate IV in Photo Imaging

Diploma or Degree Courses in Arts, Visual Arts or Fine Arts such as:
- Diploma in Photoimaging
- Diploma of Commercial Arts- Graphic Design
- Diploma of Creative Industries
- Diploma of Graphic Design
- Diploma of Visual Art
- Advanced Diploma of Advertising and Graphic Design
- Graduate Certificate in Graphic Design Practice

With additional training and experience, possible future career opportunities
- Photographic processor
- Press photographer
- Fashion photographer
- Scientific photographer
- Commercial photographer
- Industrial photographer
- Medical photographer
- Portrait photographer
- Wedding photographer
- Advertising photographer
- Architectural surveying photographer
- Graphic Designer
CUV40411 Certificate IV in Photo Imaging

**COURSE AIMS**
This qualification prepares people for work as a photographer or prolab assistant and for learning at higher levels in qualifications such as the Diploma of Photo Imaging. This course is designed to reflect the roles of individuals working as a photographer’s assistant who apply a range of skills including lighting, image capture, enhancements and manipulation and output. Pathways to careers in areas such as screen, media and design are also relevant. This is a two year program.

<table>
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<th>Host School</th>
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<tr>
<td>Peter Lalor Vocational College (AIET)</td>
<td>Wednesday 8.30am - 1.00pm (Units 1 &amp; 2)</td>
</tr>
<tr>
<td></td>
<td>Wednesday 1.30pm - 4.30pm (Units 3 &amp; 4)</td>
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**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand
VCE: Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE. The level is determined by the AQF level at which the Units of Competence are recognised.
ATAR: Where a Unit 3 & 4 sequence is achieved towards the VCE it may provide a 10% increment towards the ATAR subject to VTAC policies.

**THIS COURSE MAY INCLUDE**
- Interpret and respond to a design brief
- Participate in OH&S processes
- Integrate colour theory and design processes
- Develop and apply photo imaging industry knowledge
- Process photo images to work-print and file stage
- Capture images in response to a brief
- Research and apply information on the traditions that inform photo imaging practice
- Apply photo imaging lighting techniques
- Enhance, manipulate and output photo images
- Use and respect copyright
- Implement copyright arrangements
PLUMBING

PATHWAYS FOR PLUMBING

To become a Plumber, you usually have to complete an apprenticeship in Plumbing. Employers generally require students who have completed Year 10. Training is usually both on and off the job. Off the job training is provided through Registered Training Organisations, including TAFE. In Victoria, plumbers must hold a license issued by the Plumbing Industries Commission.

Post- Trade studies may be required to fulfil registration requirements for more specialised areas of work, such as gasfitting, draining, hydraulics and fire protection. Post Trade studies may include:

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

With further training and experience, plumbers may become:
- Technical and sales representatives
- Building supervisors
- Building and construction managers
- Plumbing inspectors
- Hydraulics consultants
- Technical teachers
- Estimators
- Building contract administrators
- Purchasing officers
22138VIC Certificate II in Plumbing (Pre-apprenticeship)

**COURSE AIMS**
The aim of the program is to provide students with pre-vocational training in the Plumbing industry.

<table>
<thead>
<tr>
<th>Host School</th>
<th>Day &amp; Time</th>
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</thead>
<tbody>
<tr>
<td>Northern College of the Arts &amp; Technology</td>
<td>Wednesday 8.30pm - 12.30pm OR 1.30pm - 5.30pm (First year)</td>
</tr>
<tr>
<td></td>
<td>Thursday 1.30pm - 5.30pm (Second year)</td>
</tr>
<tr>
<td>Parade College (Box Hill Institute)</td>
<td>Wednesday 7.30am – 3.15pm (First &amp; Second year)</td>
</tr>
<tr>
<td></td>
<td>Thursday 7.30am - 3.15pm (Second year)</td>
</tr>
<tr>
<td></td>
<td>Friday 7.30am – 3.15pm (First year)</td>
</tr>
<tr>
<td>Peter Lalor Vocational College</td>
<td>Wednesday 9.00am - 1.30pm (First year)</td>
</tr>
</tbody>
</table>

**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
VCE: Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE. The level is determined by the AQF level at which the Units of Competence are recognised.

**THIS COURSE MAY INCLUDE**
- Plumbing fixtures, fittings and appliances
- Introduction to welding and cutting in the plumbing industry
- Tubes and pipes in plumbing
- Calculations for building industry
- Sheet metal practices
- Plumbing industry induction
- Hand and power tools in the plumbing industry
RETAIL MAKE UP AND SKIN CARE

PATHWAYS FOR RETAIL MAKE UP & SKIN CARE:

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

With additional training and experience possible future career opportunities

- Beauty Therapist
- Make Up Artist
- Aroma Therapist
- Retail Sales
- Salon Manager
SIB20110 Certificate II in Retail Make Up and Skin Care

COURSE AIMS
This course will provide you with a solid foundation in beauty theory and practice. The course is very hands-on and has a strong employability skills focus. You will learn how to design and apply makeup, design and apply make up for photography, provide service to clients, work effectively in the retail environment all whilst gaining knowledge of the beauty services industry. The course also enables you to learn valuable work and life skills such as time management, communication and personal development skills – helping you to become a confident, competent and professional beauty therapist or make-up artist. This is a one year program.

<table>
<thead>
<tr>
<th>Host Schools</th>
<th>Day &amp; Time</th>
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</thead>
<tbody>
<tr>
<td>Lynall Hall, The Island, Coburg (IMVC)</td>
<td>Wednesday 1.30pm - 5.00pm</td>
</tr>
<tr>
<td>Peter Lalor Vocational College (AIET)</td>
<td>Wednesday 9.30am - 1.30pm OR 1.30pm - 4.30pm Friday 9.30am - 1.30pm</td>
</tr>
</tbody>
</table>

CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
VCE: Partial or full recognition of this program may contribute via Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.

THIS COURSE MAY INCLUDE
• Communicate in the workplace
• Work effectively in a retail environment
• Conduct financial transactions
• Merchandise products
• Recommend hair, beauty and cosmetic products and services
• Sell products and services
• Apply safe working practices
• Demonstrate retail skin care products
• Design and apply make up
• Organise and maintain work areas
• Create a display
• Perform head, neck and shoulder massage
• Design and apply make up for photography
• Minimise theft
• Provide service to clients
SPORT AND RECREATION

PATHWAYS FOR SPORT AND RECREATION

Certificate III and IV in Community Recreation or Outdoor Recreation
Certificate III and IV in Sport (Officiating, Coaching, Trainer)
Diploma of Community Recreation or Outdoor Recreation
University - Recreation Management, Human Movement, Sports Administration, Fitness Leadership, Outdoor Recreation, Physical Education - Teaching

With additional training and experience possible future career opportunities
• Coach
• Outdoor Education Instructor
• Sports person
• Aerobics/Fitness Instructor
• Exercise Physiology
• Personal Trainer
• Ranger
• Recreation Officer
• Fitness Instructor
• Community Sports Manager
• Leisure/Recreation Officer
• Sports Massage
• Sports Psychologist
SIS20313 Certificate II in Sport and Recreation

COURSE AIMS
The aim of the program is to provide specific skills and knowledge required for an assistant level employee at an aquatic centre or fitness centre or gymnasium/dry area recreation centre. This program is only offered for one year.

<table>
<thead>
<tr>
<th>Host School</th>
<th>Day &amp; Time</th>
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<tbody>
<tr>
<td>Epping Secondary College (IVET)</td>
<td>Wednesday 9.00am - 1.00pm (Units 1 &amp; 2)</td>
</tr>
</tbody>
</table>

CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for up to 3 units at Unit 1&2 level.

STRUCTURED WORKPLACE LEARNING
A minimum of 10 days is strongly recommended.

THIS COURSE MAY INCLUDE
• Work effectively in a sport and recreation environment
• Apply First Aid
• Provide customer service
• Develop knowledge of sport/recreation industry
• Follow defined O.H.&S. policies/procedures
• Organise and complete daily work activities
• Respond to emergency situations
• Provide equipment for activities
• Maintain sport and recreation facilities
PATHWAYS FOR SPORT AND RECREATION

Certificate III and IV in Community Recreation
Certificate III and IV in Outdoor Recreation
Certificate III and IV in Sport (Officiating, Coaching, Trainer, Athlete Support Services)

With additional training and experience possible future career opportunities
- Coach
- Outdoor Education Instructor
- Sportsperson
- Aerobics/Fitness Instructor
- Exercise Physiology
- Personal Trainer
- Ranger
- Recreation Officer
- Fitness Instructor
- Community Sports Manager
- Leisure/Recreation Officer
- Sports Massage
- Sports Psychologist
SIS30513 Certificate III in Sport and Recreation

**COURSE AIMS**
The aim of the program is to provide specific skills and knowledge to work in the areas of sport and recreation. Leadership, organisational and specialist activity skills will be developed through theory and practical sessions. This program is offered for two years.

<table>
<thead>
<tr>
<th>Host School</th>
<th>Day &amp; Time</th>
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<tbody>
<tr>
<td>Greensborough College</td>
<td>Wednesday 1.00pm - 5.00pm (Units 1 &amp; 2)</td>
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<tr>
<td></td>
<td>Thursday 1.00pm - 5.00pm (Units 3 &amp; 4)</td>
</tr>
<tr>
<td>Northern College of the Arts &amp; Technology</td>
<td>Wednesday 9.00am - 12.30pm (Units 1 &amp; 2)</td>
</tr>
<tr>
<td></td>
<td>Wednesday 1.30pm - 5.00pm (Units 3 &amp; 4)</td>
</tr>
<tr>
<td>Parade College</td>
<td>Thursday 1.30pm - 5.00pm (Unit 1 - 4)</td>
</tr>
</tbody>
</table>

**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
For students undertaking the VCE VET program:
VCE: On completion students will be eligible for up to three units of credit at Units 1 & 2 level and up to three units at Units 3 & 4 including a 3 & 4 sequence.
ATAR: Scored assessment is available for this program.

**STRUCTURED WORKPLACE LEARNING**
A minimum of 10 days is strongly recommended.

**THIS COURSE MAY INCLUDE**
- Facilitate groups
- Apply first aid
- Provide customer service
- Conduct basic warm up and cool down programs
- Follow OHS policies
- Instruct and monitor fitness programs
- Provide equipment for activities
- Perform basic water rescues
- Assist in preparing and conducting sport and recreation sessions.
TELECOMMUNICATIONS INDUSTRY

PATHWAYS FOR TELECOMMUNICATIONS

Related employment opportunities may include:

- Cable Jointer
- Telecommunications Technician

Completion of the VET program leads to the award of a qualification which directly leads in to higher level qualifications in the Telecommunications industry such as:

Certificate III in Telecommunications
Certificate III in Telecommunications Cabling and Customer Premises Equipment
Certificate III in Telecommunications Digital Reception Technology
Certificate IV in Telecommunications Technician
Certificate IV in Telecommunications Engineering
Certificate IV in Telecommunication Network Planning

With additional training and experience future career opportunities

- Broadband Fibre Splicer
- Broadband Network Installer
- Data and Telecommunications Cabler
- Cable Jointer
- Telecommunications Technician
- Telecommunications Linesworker
- Telecommunications Engineer
ICT20310 Certificate II in Telecommunications Cabling

COURSE AIMS
This course aims to teach students the skills and competencies required for installation of telecommunications and data cabling and cabling products, specifically to roll out the optical fibre cables for the National Broadband Network.

<table>
<thead>
<tr>
<th>Host School</th>
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<tbody>
<tr>
<td>Peter Lalor Vocational College</td>
<td>Wednesday 9.00am - 1.30pm (Units 1 - 4)</td>
</tr>
</tbody>
</table>

CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or the Work Related Skills Strand.
VCE: Partial or full completion of this program may contribute via Block Credit Recognition to complete the VCE. The level is determined by the AQF level at which the Units of competence are recognised.

THIS COURSE MAY INCLUDE
- Follow OH&S and environmental policy and procedures
- Use hand and power tools
- Work effectively in a telecommunications technology team
- Install cable support systems
- Place and secure cable
- Terminate metallic conductor cable
- Install functional and protective telecommunications earthing system
- Alter services to existing cable system
- Organise and monitor cabling to ensure compliance with regulatory and Industry standards
VISUAL ARTS

PATHWAYS FOR VISUAL ARTS

Certificate III in Visual Arts
Certificate IV in Visual Arts
Diploma in Visual Arts

With additional training and experience possible future career opportunities:

- Visual Artist
- Fine Artist
- Illustrator
- Sculptor
- Jeweller
- Ceramicist
- Printmaker
- Concept Artist
- Set Painter
- Portrait Painter
- Art Critic/Writer
- Art Teacher
- Art Therapist
- Tattoo Artist
- Graphic Designer
- Exhibitions Curator
- Community Arts Project Officer
- Photographer
CUV20111 Certificate II in Visual Arts

**COURSE AIMS**
For inexperienced students, this course provides an introduction to Art and Design while students with some experience in Art will have the opportunity to extend their skills beyond what is usually possible in a traditional school setting. Students gain experience using a broad range of materials, equipment and techniques and are encouraged to explore and experiment. Students develop a portfolio of artworks, opening up pathways into work and further study.

Students will have the opportunity to work alongside practicing artists and designers throughout the year. This is invaluable experience for pathways considerations.

<table>
<thead>
<tr>
<th>Host School</th>
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<tbody>
<tr>
<td>Northern College of the Arts &amp; Technology</td>
<td>Wednesday 9.00am - 12.45pm (Units 1 &amp; 2)</td>
</tr>
</tbody>
</table>

**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.
VCE: Partial or full completion of this program may contribute via Block Credit recognition to completion of the VCE. The level of credit is determined by the AQF level at which the units of competence are recognised.

**THIS COURSE MAY INCLUDE**
- Participate in OHS processes
- Follow health, safety and security procedures
- Develop and articulate concept for own work
- Use drawing techniques to represent the object or idea
- Source information on history and theory and apply own area of work
- Produce digital images
- Apply techniques to produce drawings
- Apply techniques to produce paintings
- Apply techniques to produce prints
- Produce textile/fibre work
SCHOOL BASED APPRENTICESHIPS & TRAINEESHIPS

Several programs in this handbook are offered as Australian School based Apprenticeships and Traineeships. The following information should help you to understand how these work.

SCHOOL BASED APPRENTICESHIPS AND TRAINEESHIPS
School based Apprenticeships and Traineeships (SBAT) allow students over 15 years of age to work as paid part time trainees or apprentices in a business whilst still completing their secondary school education. SBATs can form part of a student’s VCE or VCAL. A SBAT is a great option if you wish to enter the workforce and also complete your senior school years. The program offers you a chance to get a head start in career planning whilst completing the last two or three years of your education. You also get paid!

You will:
• be enrolled in Year 10, 11, 12 VCE or VCAL
• sign a Training Contract together with the employer, RTO and your parents
• be paid while you train
• attend TAFE or other Registered Training Organisation (RTO) one day a week, during or after school or on block release
• for all students participating the equivalent of 7 hours of training or work must be allocated as part of their school timetable
• commit to 10-15 hours per week in work and training.

WHO IS ELIGIBLE TO BE A SCHOOL BASED APPRENTICE OR TRAINEE?
• Students 15 years of age or over who are permanent residents of Australia
• Students who are wishing to complete their secondary studies
• Students who are prepared to commit to a minimum of 15 hours a week in work and training
• Students who will need to be available during the school week, weekends or school holidays
• Students in Years 10-12
• Students who can manage their time between three settings: school, work and training
**REWARDS FOR STUDENTS**
- Great career prospects
- Training that is recognised all over Australia
- Getting paid for training
- Gaining credits towards your VCE, VCAL and/or full time apprenticeships
- Potentially finishing secondary school with either your VCE or VCAL and/or Statement of Attainment or a qualification
- Improved employment prospects

**WHAT IS THE DIFFERENCE BETWEEN A SBAT AND A VET PROGRAM?**
A SBAT combines a VET certificate program with paid employment. In this way students can benefit from part time work while still completing a full time course of study at school. VET programs, while offering structured workplace learning, do not offer paid employment as part of their course.

**HOW DO YOU LOCATE A SUITABLE EMPLOYER?**
A key feature of a SBAT program is finding suitable employment. There are various ways a student can locate an employer for their SBAT program. For example:

1. Approach family, friends or current employer to assist in sourcing a suitable placement.
2. Talk to your school’s VET Coordinator who may be able to suggest some companies to approach.

Further information is available:  

**COSTS**
There may be some costs associated with the training in a SBAT. School Based Apprentices and Trainees however receive a training wage and are often supplied with materials to complete their program.

**CONTRIBUTION TO VCAL**
The program contributes to the Industry Specific Skills Strand and or the Work Related Skills Strand.

**CONTRIBUTION TO VCE**
Where a student achieves a Unit 3&4 sequence they may be eligible to an ATAR increment of 10%.
ICA30111 Certificate III in Information, Digital Media and Technology

COURSE AIMS
This school based traineeship aims to provide skills in the use of a range of technologies. The course includes studies in diagnosing common computer related problems, administering computer systems and basic network systems, features of both systems and applications software. Completion of this course provides the foundation skills to undertake a large variety of higher IT qualifications to create a career pathway in the IT industry. This program comprises of one day in the workplace and one day in class held at Parade College for one year.

<table>
<thead>
<tr>
<th>Host Schools</th>
<th>Day &amp; Time</th>
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</thead>
<tbody>
<tr>
<td>Parade College - Preston Campus (Integrity Business College)</td>
<td>Wednesday 10.00am - 4.00pm (not including school holidays)</td>
</tr>
</tbody>
</table>

CONTRIBUTION TO
VCAL: This program contributes to the Industry Specific Skills Strand and/or the Work Related Skills Strand.
VCE: This program may provide credit at Units 1 - 4.
ATAR: Where a Unit 3 & 4 sequence is achieved towards the VCE it may provide a 10% increment towards the ATAR subject to VTAC policies.

STRUCTURED WORKPLACE LEARNING
Students will exceed 180 hours of Structured Workplace Learning in this Certificate III.

THIS COURSE MAY INCLUDE
• Workplace health and safety requirements and maintaining sustainable work practices.
• Working and providing advice to colleagues, customers and staff ensuring effective communication.
• Installing, optimising and troubleshooting operating system software.
• Identifying and resolving network problems with servers and routers whilst maintaining systems.
• Evaluating and implementing cloud computing services ensuring industry currency.
• Using Microsoft Word, Excel and Visio utilising Microsoft IT Academy and gaining certification.
ICA30111 Certificate III in Information, Digital Media and Technology (Business Administration Stream)

COURSE AIMS
This school based traineeship aims to provide skills in the use of a range of technologies. The course includes studies in diagnosing common computer related problems, providing advice to clients, utilising application software and maintaining equipment and software. Completion of this course provides the foundation skills to undertake a large variety of higher IT or administration qualifications to create a career pathway in the IT industry. This program comprises of one day in the workplace and one day in class held at Parade College for one year.

<table>
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CONTRIBUTION TO
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ATAR: Where a Unit 3 & 4 sequence is achieved towards the VCE it may provide a 10% increment towards the ATAR subject to VTAC policies.

STRUCTURED WORKPLACE LEARNING
Students will exceed 180 hours of Structured Workplace Learning in this Certificate III.

THIS COURSE MAY INCLUDE
- Workplace health and safety requirements and maintaining sustainable work practices.
- Working with and providing advice to colleagues, customers and staff ensuring effective communication.
- Troubleshooting and caring for computer hardware and software.
- Customising and implementing software changes.
- Using Microsoft Word, Excel and Publisher utilising Microsoft IT Academy and gaining certification.
SIS30310 Certificate III in Fitness

**COURSE AIMS**
This school based apprenticeship covers all you need to know about the body; how to train it, fuel it and improve it. It focuses on workplace health and safety and great communication skills. The practical components cover typical gym activities, instructional techniques for a wide range of exercises and program design for strength, cardiovascular and circuit training. This program is a two year program. Students will spend one day a week in the workplace as well as the Wednesday class at Bundoora S.C.

<table>
<thead>
<tr>
<th>Host Schools</th>
<th>Day &amp; Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bundoora Secondary College (Sage Institute of Education)</td>
<td>Wednesday 9.00am - 3.00pm (Units 1 - 4)</td>
</tr>
</tbody>
</table>

**CONTRIBUTION TO**
VCAL: This program contributes to the Industry Specific Skills Strand and/or the Work Related Skills Strand.
VCE: This program may provide credit at Units 1 - 4.
ATAR: Where a Unit 3 & 4 sequence is achieved towards the VCE it may provide a 10% increment towards the ATAR subject to VTAC policies.

**STRUCTURED WORKPLACE LEARNING**
Students will exceed 180 hours of Structured Workplace Learning in this Certificate III Training Package.

**THIS COURSE MAY INCLUDE**
- Assess the needs and capabilities of individuals through weighing, measuring and conducting fitness tests to check blood pressure, heart rate and lung capacity.
- Provide training and assistance to individuals and groups by preparing a routine of exercises to music.
- Provide advice to individuals on the correct method of exercising with weight lifting equipment, exercise bikes, treadmills and other training and exercise machines.
- Devise personal exercise programs for individuals according to age and level of fitness.
- Provide instruction in a variety of fitness activities.
- Assist in the cleaning and general maintenance of the centre and make sure that equipment is maintained and correctly set up.
NMVC Member Schools 2015

The Northern Melbourne VET Cluster (NMVC) is a consortium of secondary schools that have joined forces to improve the provision of VET programs in the Northern Region of Melbourne. The NMVC has thirty eight (38) member schools from the State, Catholic and Independent education sectors.

The Northern Melbourne VET Cluster is a self funded model supported by the schools based on an annual membership fee. The NMVC has developed with support from local secondary schools and the Local Learning Employment Networks (LLENs) in the region, Inner Northern LLEN, Hume Whittlesea LLEN and Banyule Nillumbik LLEN. The NMVC also has support from the Northern Metropolitan Region, Department of Education and Early Childhood Development and the Catholic Education Office, Melbourne.

<table>
<thead>
<tr>
<th>MEMBER SCHOOLS</th>
<th>MELWAY MAP</th>
<th>MEMBER SCHOOLS</th>
<th>MELWAY MAP</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Brunswick Secondary College</td>
<td>29F8</td>
<td>22. Montmorency Secondary College</td>
<td>21B4</td>
</tr>
<tr>
<td>7. East Preston Islamic College</td>
<td>19D10</td>
<td>27. Outer Northern Trade Training Centre</td>
<td>8K04</td>
</tr>
<tr>
<td>8. Diamond Valley College</td>
<td>12D5</td>
<td>28. Parade College</td>
<td>10A10</td>
</tr>
<tr>
<td>9. Eltham College</td>
<td>22K1</td>
<td>29. Peter Lalor Vocational College</td>
<td>8J04</td>
</tr>
<tr>
<td>10. Eltham High School</td>
<td>21H8</td>
<td>30. Plenty Valley Christian College</td>
<td>184H1</td>
</tr>
<tr>
<td>12. Glenroy College</td>
<td>16K2</td>
<td>32. Santa Maria College</td>
<td>30F8</td>
</tr>
<tr>
<td>15. Lalor North College</td>
<td>9D2</td>
<td>35. Thornbury High School</td>
<td>31B4</td>
</tr>
<tr>
<td>16. Lalor Secondary College</td>
<td>9C5</td>
<td>36. Viewbank College</td>
<td>20B12</td>
</tr>
<tr>
<td>17. Loyola College</td>
<td>20D2</td>
<td>37. Whittlesea Secondary College</td>
<td>246G9</td>
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<tr>
<td>19. Macleod College</td>
<td>20B7</td>
<td></td>
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<tr>
<td>20. Marymede Catholic College</td>
<td>183G9</td>
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</table>
The 2015 Handbook has been produced based on the 2014 Handbook

Further information regarding VET Programs is located at www.vcaa.vic.edu.au