



nmvc.vic.edu.au

2022 VET HANDBOOK

**GUIDE TO CERTIFICATE II & III
COURSES AVAILABLE THROUGH
NMVC SCHOOLS IN MELBOURNE'S
NORTHERN SUBURBS**



NMVC

LEARNING THAT WORKS

**NORTHERN
MELBOURNE
VET CLUSTER**

VET COURSE LIST

Certificate III in Allied Health Assistance	12
Certificate II in Applied Fashion Design and Technology	14
Certificate II in Automotive Vocational Preparation	16
Certificate III in Beauty Services	18
Certificate II in Building & Construction (Bricklaying) Pre-apprenticeship	23
Certificate II in Building & Construction (Carpentry) Pre-apprenticeship	24
Certificate II in Building & Construction (Wall and Floor Tiling)	27
Certificate III in Business	28
Certificate III in Carpentry (SBAT)	87
Certificate II and Certificate III in Community Services	30
Certificate II in Construction Pathways	32
Certificate II in Creative Industries	34
Certificate II in Dance	36
Certificate III in Early Childhood Education & Care	38
Certificate II in Electrotechnology (Pre-vocational)	40
Certificate II in Engineering Studies	32
Certificate III in Events	44
Certificate II in Furniture Making Pathways	46
Certificate II in Furniture Making Pathways/ Certificate II in Building & Construction (Bricklaying & Carpentry).....	48
Certificate III in Health Services Assistance	50
Certificate II in Hospitality	52
Certificate II in Kitchen Operations	54
Certificate II in Integrated Technologies	56
Certificate III in Laboratory Skills	58
Certificate III in Make Up	60
Certificate III in Music Industry (Performance Stream)	62

VET COURSE LIST

Certificate III in Music Industry (Sound Production Stream)	64
Certificate III in Musical Instrument Making & Maintenance	66
Certificate III in Permaculture	68
Certificate II in Plumbing (Pre-apprenticeship)	70
Certificate II in Retail Cosmetics	72
Certificate II in Salon Assistant	74
Certificate III in Screen & Media (Creative & Digital Media OR Games Development).....	77
Certificate III in Screen & Media (Video)	78
Certificate IV in Screen & Media	80
Certificate III in Sport & Recreation	82
Certificate II in Sports Coaching	84
Certificate II in Visual Arts	86

OTHER INFORMATION

How to use this Handbook.....	7
NMVC Course Requirements.....	8
RTO Provider List and Numbers.....	11
Case Study 1.....	21
Case Study 2.....	55
Case Study 3.....	65
NMVC Cluster Member Schools List & Map.....	90

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

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.



SWL RECOGNITION

A student can gain credit towards the VCE or VCAL by successfully participating in SWL and completing the workplace reflections.

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. Unscored increments which previously contributed the average of the primary four, including those for unscored VCE VET and block credit, will instead be calculated using 10% of the lowest study score of the primary four.
- VE3 Block Credit recognition 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 Unit 3 and 4 sequence through VE3 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.

ALL VET STUDENTS WILL NEED A UNIQUE STUDENT IDENTIFIER (USI)

The aim of the USI is to:

- Help build a national system for the storage of information and enable VET records to be linked
- Make it easier for students to access their VET achievement across multiple providers in the one transcript
- Seamlessly provide a single consolidated 'outcome level' transcript for all VET study for students
- Enable students to also easily access secure digital transcripts of their achievements
- Ensure VET records are not lost (i.e. particularly where an RTO closes)
- Assist development of transparency in the VET sector

Students studying VET programs will not be able to receive a Statement of Attainment or their qualification until they have a valid USI. Students can apply for their USI electronically via the online USI system at www.usi.gov.au



HOW TO USE THIS HANDBOOK

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 Enrolment/Information Evenings scheduled for Term 4, 2021. 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 2022:

STEP 1: "Application Form" to Home School VET Coordinator

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: "Enrolment Form" to Host School

Attend the Compulsory Enrolment/Information Evening at the Host School in Term 4. The Home school will advise you about the location, date and time of this event. Please ensure that all your details are clear and correct on the Enrolment Form which will be required from the Host school.

STEP 3:

There may be a materials cost associated with each program. Applicants should contact their Home School VET Coordinator for an estimate of their program cost and when payment is due.

NMVC VET COURSE REQUIREMENTS



Students enrolling in a VET program through the NMVC will be required to complete a commitment form covering their code of conduct. Any additional course requirements set out by the NMVC must also be adhered to. It is important that parents and students take time to read the following course requirements before submitting an Application Form (Step 1).

1. ABSENCES

Students are permitted two absences a semester or four for the year. Where possible, students need to notify their Home School VET coordinators by 8.30am if unable to attend VET class. An additional two approved absences will be allowed for school camps and excursions.

2. PUNCTUALITY

All students are expected to arrive on time to class.

3. WORK REQUIREMENTS

All tasks as assigned by the trainer/ employer are to be completed BY THE DUE DATE. Home School VET Coordinators will be informed about those students who fail to meet deadlines and a second submission date will be negotiated. **STUDENTS WHO FAIL TO COMPLETE SET TASKS, BY THE END OF THE TERM IN WHICH THE TASKS WERE SET, MAY BE WITHDRAWN FROM THE PROGRAM.**

4. INFORMATION ENROLMENT

EVENINGS

All NMVC VET programs will hold an Information Enrolment Evening early in Term 4. Students will receive a full program outline and have the opportunity to meet and speak with the trainer. Enrolment Forms must be completed, signed and submitted to the Host Schools during these Information Evenings (Step 2).

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 to the Home School.

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 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

NMVC VET COURSE REQUIREMENTS

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 coordinator at school and their VET classroom teacher by 9am
- Provide a detailed parental note immediately on return to school. A copy should be given to the VET coordinator by 9am 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 coordinator and a copy to be faxed to the VET classroom teacher.

The VET classroom teacher in conjunction with the student's VET coordinator 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 coordinators on their first day back at school by 9am, 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 2021). Programs are subject to change.

Revision to some Training Packages may see a changed VCE VET program structure for some courses from 2021. All updates to the programs will be included in the future edition of the VCAA Bulletin. Final arrangements will be confirmed in February 2022.

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.





RTO PROVIDER NUMBERS

ACCESS SKILLS TRAINING	4603	IMVC	21732
AUSDANCE.....	20949	IVET.....	40548
AIE.....	88021	MAYFIELD EDUCATION ..	3938
AIET.....	121314	MELBOURNE CITY INSTITUTE OF EDUCATION	22172
BOX HILL INSTITUTE.....	4687	MELBOURNE COLLEGE OF FURTHER EDUCATION.....	21340
CHISHOLM INSTITUTE.....	0260	MELBOURNE POLYTECHNIC	3075
COLLARTS.....	0109	NCAT	6736
DIAMOND VALLEY LEARNING CENTRE	3769	PARADE COLLEGE.....	40750
EDUCATIONAL LIVING	3784	RIPPONLEA INSTITUTE.....	21230
ELTHAM COLLEGE	20412		
FOUNDATION EDUCATION.....	22557		
GOLD STANDARD EDUCATION ..	21451		



ALLIED HEALTH ASSISTANCE

HLT33015 Certificate III in Allied Health Assistance

PATHWAYS

Certificate IV in Allied Health Assistance

Certificate IV in Pathology

Certificate IV in Health Administration



CAREER OPPORTUNITIES

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

Allied health assistant

Physiotherapy assistant

Speech Therapy assistant

Health technician

Podiatry

Pathology collector

Occupational Therapy assistant

Medical receptionist

Nutrition

Health Assistant Promotion

ALLIED HEALTH ASSISTANCE

HLT33015 Certificate III in Allied Health Assistance



COURSE AIMS

This is a nationally accredited qualification in an area of high demand. Allied Health Assistance is an emerging and growing career option in both public and private practice.

This course aims to provide students with experience in a variety of allied health professions, including the work worlds of physiotherapy, occupational therapy, dietetics/nutrition and speech pathology. It aims to encourage young people to explore the many options available within the community health and hospital environments.

This course is suitable if you have an interest in health assistant work in acute care, rehabilitation and community settings, and working with staff and clients of all ages. This course will provide you with the skills and knowledge to work as an allied health assistant in a diverse range of allied health fields.

HOST SCHOOL

Marymede Catholic College
(Mayfield Education)
Full completion

DAYS & TIMES

• Wednesday 9.00am - 12.00pm (Units 1&2)
• Wednesday 12.30pm - 3.30pm (Units 3&4)

Whittlesea Secondary College
(TBC)

• Wednesday 9.00am - 12.00pm (Units 1&2)
• Wednesday 12.30pm - 3.15pm (Units 3&4)

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: On completion students will receive recognition of one unit at Unit 1 and 2 and a minimum of three units in a Unit 3 and 4 sequence.

ATAR: Students who undertake additional training from Certificate III can achieve a further Units 3 and 4 sequence and may be eligible for an increment. Scored assessment is available for this course.

STRUCTURED WORKPLACE LEARNING

Minimum of 80 hours is required for the duration of the program.

THIS COURSE MAY INCLUDE

- Comply with infection control policies and procedures
- Communicate and work effectively in health
- Interpret and apply medical terminology
- Provide first aid
- Recognise healthy body systems in a health care context
- Assist with an allied health program
- Assist with client movement
- Maintain patient records
- Provide reception services for a practice





APPLIED FASHION DESIGN & TECHNOLOGY

MST20616 Certificate II in Applied Fashion Design and Technology

PATHWAYS

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

CAREER OPPORTUNITIES

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

Fashion Designer

Textile Designer

Clothing pattern maker

Interior Decorator

Footwear worker

Theatrical Costume Maker & Designer

Clothing trades person

Clothing & Soft Furnishing Production Worker

Garment cutter

Fashion Co-ordinator

Machinist or subcontractor

Retail Buyer

APPLIED FASHION DESIGN & TECHNOLOGY

MST20616 Certificate II in Applied Fashion Design and 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.

HOST SCHOOL

Mill Park Secondary College
(Ripponlea)



DAYS & TIMES

Wednesday	1.30pm - 4.30pm (Units 1&2)
Thursday	1.30pm - 4.30pm (Units 3&4)

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: On completion students will be eligible for six units: four Units at 1 & 2 and a Units 3 & 4 sequence.

ATAR: Contribution is 10% increment.

STRUCTURED WORKPLACE LEARNING

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

THIS COURSE MAY INCLUDE

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 VOCATIONAL PREPARATION

AUR20720 Certificate II in Automotive Vocational Preparation

PATHWAYS

People think going into automotive work is just about being a mechanic. It's not. It can lead to being a manager, working in reception, owning a private workshop or dealership. It can lead to working in spare parts or in automotive manufacturing. It can also lead to working overseas as Australian mechanics are highly regarded because of their training. The number of female apprentices in the area is growing.

"The automotive industry is a fast-paced and exciting career choice. The industry employs over 300,000 people across Australia. Advances in technology have led to a growing number of career opportunities, and high vehicle sales have increased the number of vehicles requiring maintenance and repair. In turn, we are seeing a growing need for skilled tradespeople."

- Victorian Automobile Chamber of Commerce.

CAREER OPPORTUNITIES

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

Mechanic

Spare Parts Manager

Auto Electrician

Service Manager

Panel Beater

Automotive Engineer

Spray Painter

AUTOMOTIVE VOCATIONAL PREPARATION

AUR20720 Certificate II in Automotive Vocational Preparation



COURSE AIMS

The course was designed for VET in Schools to introduce skills and knowledge to perform minor maintenance and repair of mechanical and electrical components and systems on vehicles. It is a hands-on course and great preparation for an apprenticeship. The course is taught over two years.

HOST SCHOOLS

Greensborough College
(Box Hill Institute)

Northern College of the
Arts & Technology

Outer Northern Trade
Training Centre
(Box Hill Institute)

St Helena Secondary College
(Educational Living)

Whittlesea Secondary College
(AIET)

DAYS & TIMES

Wednesday 1.00pm - 5.00pm (Units 1&2)
Thursday 1.00pm - 5.00pm (Units 3&4)

Wednesday 8.30am - 12.30pm OR
1.30pm - 5.30pm (Units 1&2)
Thursday 1.30pm - 5.30pm (Units 3&4)

Wednesday 8.00am - 12.00pm OR
12.30pm - 4.30pm (Units 1&2)
Friday 8.00am - 12.00pm OR
12.30pm - 4.30pm (Units 3&4)

Wednesday 1.30pm - 5.00 (Units 1-4)

Wednesday 9.00am - 3.15pm (Units 1&2)
Friday 9.00am - 3.15pm (Units 3&4)

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

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.

STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 160 hours.

THIS COURSE MAY INCLUDE

- Use and maintain tools and equipment
- Identify automotive mechanical systems and components
- Remove and replace brake assemblies
- Inspect and service batteries
- Carry out basic vehicle servicing





BEAUTY SERVICES

SHB30115 Certificate III in Beauty Services

PATHWAYS

Certificate III in Beauty Services

Diploma of Beauty Therapy



CAREER OPPORTUNITIES

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

Beauty Consultant, Freelance Beauty Consultant

Beauty Therapist

Make-Up Artist (fashion, beauty, photography & freelance)

Make-Up Retail Sales Person

Nail Technician

Waxing Technician



BEAUTY SERVICES

SHB30115 Certificate III in Beauty Services



COURSE AIMS

This course will give you the skills to confidently deliver treatments such as waxing, make up, nail technology, lash and brow treatments, lash extensions, cosmetic tanning, demonstration and sales of retail skin care and other cosmetic products, effective communication, and the retail environment. If you enjoy working with people and want to build a career in the beauty services industry, this course is for you.

HOST SCHOOL

Macleod College
(AIET)



DAYS & TIMES

Wednesday	9.00am - 12.30pm (Units 1&2) OR
Wednesday	1.00pm - 4.30pm (Units 1&2)
Thursday	9.00am - 12.30pm (Units 3&4) OR
Thursday	1.00pm - 4.30pm (Units 3&4)
Friday	9.00am - 12.30pm (Units 1&2)
Friday	1.00pm - 4.30pm (Units 3&4)
	Two-year course

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: On completion students will be eligible for four units at Units 1 and 2 level and a Units 3 and 4 sequence.

ATAR: Contribution is 10% increment

STRUCTURED WORKPLACE LEARNING

A minimum of 80 hours is recommended.

THIS COURSE MAY INCLUDE

- Conduct salon financial transactions
- Comply with organisational requirements within a personal services environment
- Apply safe hygiene, health and work practices
- Apply cosmetic tanning products
- Advise on beauty products and services
- Provide lash and brow services
- Provide waxing services
- Design and apply make-up
- Provide manicure and pedicure services
- Research and apply beauty industry information
- Provide salon services to clients







CASE STUDY | HAYLEY OZIMEK

HAYLEY SAYS...

“Push through the hard work and effort, take everything you learn into consideration and use it to your advantage!”

Hayley began her VET journey as a student at Peter Lalor Vocational College which resulted in the completion of three NMVC VET courses:

- Cert II Retail Cosmetics at Peter Lalor V.C. in 2018
- Cert III Beauty Services at Macleod College in 2019
- Cert II in Salon Assistant at Peter Lalor V.C. in 2020

“Starting Certificate II in Retail Cosmetics in Year 10 at Peter Lalor Vocational College gave me a huge head start in getting experience, knowledge and practice on the journey to my dream career as a Beauty Therapist.

I have always had a passion for beauty whether it was painting my nails, doing my makeup or putting on fake tan- there was never a moment I never enjoyed it. From a young age I knew that I had an interest in the industry and VET Retail Cosmetics was the best place to start for me.

When I started the course I expected it to be a little bit different, I thought all of our classes would be putting on makeup or learning how to wax an eyebrow. In our practical classes, we learnt how to apply eyelash extensions, how to apply makeup to different face shapes and many more relevant skills related to the industry.

However, there was plenty of detailed theory that I still reflect on and use to my advantage. This course taught me a lot about working in a Beauty Salon.

There were many role plays on how to greet clients, what you need for every client and how to maintain a safe, therapeutic salon. It gave me an idea as to what it feels like to work in the industry and what to expect in reality.

Having students from different schools in one class was special. It was good getting to meet new people and sharing the same interests, hobbies and having everyone's support. The best thing about it was making friendships, having weekly catch ups and building a bond over what we love doing!

I am now working full time in the Hair and Beauty industry in my own business. I loved the idea of offering different services so I have studied extra courses outside of school including teeth whitening and cosmetic brow tattooing.

My qualification in Retail Cosmetics has really given me confidence in recommending and selling products. This has now led me on to the next part of my career journey; selling my own branded beauty products.

My advice for all students considering a VET course is to push through the hard work and effort, take everything you learn into consideration and use it to your advantage! We all need to start somewhere and it's better to start younger so we get a head start!”

Em re aut autation paria quam cum fugite providio



BUILDING & CONSTRUCTION

PATHWAYS

It is anticipated that students completing the Certificate II in Building and Construction Pre-apprenticeship will be in a position to gain an apprenticeship with an employer in the building and construction industry.

Pathways are available for students into the following qualifications drawn from the Construction, Plumbing and Services Training Package or the equivalent qualification in new training packages:

- Certificate III in Wall and Ceiling Lining

Students may also access a wide range of qualifications at Certificate IV and Diploma level from the building and construction industry following completion of this course:

- Certificate IV in Building and Construction (Building)
- Certificate IV in Building and Construction (Specialist Trades)
- Diploma of Building and Construction (Building)

In Victoria, the building and construction industry is one of the largest employing industry sectors. It is also one of the bigger employers of young people in the state.

CAREER OPPORTUNITIES

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

Brick/Blocklaying

Building Site Administration

Building Administration

Building Inspection

Contract Administration

Architecture

Carpentry

Project Management

Estimation

Building Services

Drafting (Architectural)

Building Surveying and Quantity Surveying

22338VIC Certificate II in Building & Construction (Bricklaying) Pre-Apprenticeship

Partial Completion



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 modules. This course is a partial completion of the certificate.

HOST SCHOOLS

Parade College Bundoora
Bundoora
Bundoora
Bundoora



DAYS & TIMES

Monday 7.30am - 1.00pm (Units 1&2)
Tuesday 7.30am - 1.00pm (Units 1&2) VCAL
Tuesday 12.00pm - 5.00pm (Units 1-4) VCAL
Tuesday 1.30pm - 5.00pm (Units 1-4)* VCE
Wednesday 7.30am - 1.00pm (Units 1-4)*
Wednesday 1.30pm - 5.00pm (Units 1-4)* VCE

*plus 3rd year option

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

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

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

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



22338VIC Certificate II in Building & Construction (Carpentry) Pre-Apprenticeship

Partial Completion

COURSE AIMS

This course is a partial completion of the Certificate and students will be issued with a Statement of Attainment. The course is designed for students entering the Building and Construction Industry who want to become carpenters. Students are taught 10 core building modules and all of the carpentry stream modules.

HOST SCHOOLS

Marymede Catholic College
(Access Skills Training)

Northern College of the
Arts & Technology

Outer Northern Trade Training
Centre (Box Hill Institute)

Parade College Bundoora

Bundoora

Bundoora

Bundoora

Bundoora

Bundoora

Bundoora

Bundoora

Bundoora

Bundoora

St Helena Secondary College
(Chisholm Institute)

Whittlesea Secondary College
(AJET) Full Completion

DAYS & TIMES

Wednesday 8.00am - 12.00pm (Units 1&2)
Wednesday 12.30pm - 4.30pm (Units 3&4)

Wednesday 8.30am - 12.30pm OR
1.30pm - 5.30pm (Units 1&2)
Thursday 1.30pm - 5.30pm (Units 3&4)

Wednesday 8.00am - 12.00pm OR
12.30pm - 4.30pm (Units 1&2)
Friday 8.00am - 12.00pm OR
12.30pm - 4.30pm (Units 3&4)

Tuesday 7.30am - 3.15pm OR
1.30pm - 5.00pm (Units 1&2)
Tuesday 7.30am - 1.00pm (3rd Year option)
Wednesday 7.30am - 1.00pm OR
1.30pm - 5.00pm (Units 1&2)
Thursday 7.30am - 11.00am (Units 1&2, 3rd Year
option)
Friday 7.30am - 3.15pm (Units 1&2)
Monday 7.30am - 3.15pm (Units 3&4)
Wednesday 1.30pm - 5.00pm (Units 3&4)
Thursday 7.30am - 11.00am (Units 3&4)

Wednesday 1.30pm - 5.00pm (Units 1&2)
Monday 1.30pm - 5.00pm (Units 3&4)

Wednesday 9.00am - 3.15pm (Units 1&2)
Friday 9.00am - 3.15pm (Units 3&4)

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

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

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

THIS COURSE MAY INCLUDE

- Workplace safety and induction
- Workplace procedures
- Building structures
- Safe handling and use of power tools
- Carpentry hand tools
- Introduction to demolition
- Building set out
- Levelling
- Calculations for the building industry





22338VIC Certificate II in Building & Construction (Wall and 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.

This course is a partial completion of the certificate.

HOST SCHOOLS

Parade College Bundoora
(Parade College)

DAYS & TIMES

Wednesday 1.30pm - 5.30pm
(Units 1-4 VCE Students)

Wednesday 12.00pm - 5.00pm
(Units 1-4 VCAL Students)
3rd year option

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

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

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

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





BUSINESS

BSB30120 Certificate III in Business

PATHWAYS

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 Management Services
 Business Development

Business Information Services
 Human Resources Management

Certificate IV in Accounting
 Diploma of Accounting
 Bachelor or Business

Certificate IV in Business
 Diploma of Business

CAREER OPPORTUNITIES

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

Administrative/Office Assistant
 Information Officer
 Hotel or Motel Manager
 Human Resource Manager
 Logistics Clerk

Receptionist
 Customer Services Officer
 Health Administration
 Office Manager
 Public Relations Officer

Secretary
 Conveyance
 Bank Worker
 Law Clerk
 Accountant



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.

HOST SCHOOLS

Peter Lalor Secondary College**
(IVET)
Full Completion

DAYS & TIMES

Wednesday

9.00am - 12.30pm (Units 1&2)

1.00pm - 4.30pm (Units 3&4)

Two-year course

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: Students who complete Certificate III will be eligible for up to 6 units at Unit 1&2 and 2 unit 3&4 sequences.

ATAR: A 10% increment may be available if a unit 3&4 sequence is achieved through completion of 180 hours of non scored units.

**Peter Lalor Vocational College do not offer a scored assessment option.

STRUCTURED WORKPLACE LEARNING

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

THIS COURSE MAY INCLUDE

- Organise workplace information
- Design and produce business documents
- Recommend products and services
- Organise personal work priorities and development
- Maintain business resources
- Process customer complaints
- Work effectively with diversity
- Maintain financial records
- Contribute to effective workplace relationships
- Support operational plan
- Provide workplace information and resourcing plans





COMMUNITY SERVICES

CHC22015 Certificate II in Community Services
CHC32015 Certificate III in Community Services

PATHWAYS

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.

Certificate III in Individual Support

Certificate IV in Alcohol and other drugs

Certificate IV in Disability

Certificate IV in Youth Work

Diploma in Community Services

Diploma in Early Childhood Education & Care

Bachelor of Social Work

CAREER OPPORTUNITIES

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

Case management

Childcare

Disability

Individual support

Leisure and health

Welfare

Youth services

Social Worker

Counsellor

Community Worker

Childcare Worker

Civil Celebrant

Careers Counsellor

Health Promotion Officer

Teacher's Aide

Drug and Alcohol Counsellor

Prisons Officer

Youth Worker

COMMUNITY SERVICES

CHC22015 Certificate II in Community Services
CHC32015 Certificate III in Community Services



COURSE AIMS

This course is ideal if you like working with people. You will be taught across a variety of work skill areas relevant to work within the community services industry. You will learn about community services relating to case management, advocacy and coordinating group activities. Your learning will involve role plays, simulations, project work, incursions and excursions.

HOST SCHOOLS

DAYS & TIMES

CHC22015 Certificate II in Community Services

Coburg High School (IVET)	• • • •	Wednesday	1.30pm - 5.30pm (Units 1&2) <i>One-year course</i>
Diamond Valley Learning Centre (Diamond Valley Learning Centre)	• • • •	Wednesday	9.30am - 3.30pm (Units 1&2) <i>One-year course</i>
Peter Lalor Vocational College** (IVET)	• • • •	Wednesday	9.30am - 3.00pm (Units 1&2) <i>One-year course</i>

CHC32015 Certificate III in Community Services

Diamond Valley Learning Centre (Diamond Valley Learning Centre)	• • • •	Wednesday	9.30am - 3.30pm (Units 1&2, 3&4) <i>Two-year course</i>
Mill Park Secondary College (IVET)	• • • •	Wednesday	1.30pm - 4.30pm (Units 1-4, 3&4) <i>Two-year course</i>

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: On completion students may receive recognition of two or more units at 1 and 2 level (depending of the electives chosen) and a unit 3 and 4 sequence.

ATAR: Scored assessment is available for this program.

**Peter Lalor Vocational College offers an unscored assessment option.

STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 120 hours per year.

THIS COURSE MAY INCLUDE

- Prepare for work in the Community Services sector
- Work with others
- Follow policy procedures and programs of an organisation
- Follow WHS safety procedures to direct care work
- Communicate with people accessing the services of the organisation
- Operate under a casework framework
- Deliver service to clients
- Identify and address specific client needs
- Work effectively in the community service sector & work with young people





CONSTRUCTION PATHWAYS

CPC20220 Certificate II in Construction Pathways

PATHWAYS

It is anticipated that a student who has completed the Certificate II in Construction Pathways will be in a position to gain an apprenticeship with an employer in the building and construction industry.

Certificate III in Bricklaying/Blocklaying

Certificate III in Carpentry

Certificate III in Carpentry and Joinery

Certificate III in Joinery (Stairs)

Certificate III in Painting and Decorating

Certificate III in Shopfitting

Certificate III in Solid Plastering

Certificate III in Stonemasonry
(Monumental/Installation)

Certificate III in Wall and Ceiling Lining

Certificate III in Wall and Floor Tiling

Certificate IV in Building and Construction
(Building)

Certificate IV in Building and Construction
(Specialist Trades)

Diploma of Building and Construction (Building)

CAREER OPPORTUNITIES

In Victoria, the building and construction industry is one of the largest employing industry sectors. It is also one of the bigger employers of young people in the state. Some of the most common occupations in the industry are trades such as bricklayer, carpenter, painter and decorator, and plasterer. Occupations drawing on higher level vocational skills such as building and construction technicians are also important in the industry.

The industry also employs labourers in significant numbers. It is anticipated that more highly skilled occupations will increase in importance in the future.

CONSTRUCTION PATHWAYS

CPC20220 Certificate II in Construction Pathways



COURSE AIMS

This course provides a pathway to the primary trades in the construction industry. An Australian apprenticeship and this certificate allows for inclusion of skills suited for entry to off-site occupations, such as joinery and shopfitting, as well as carpentry, bricklaying and other occupations in general construction. This certificate is designed to introduce learners to the recognised trade callings in the construction industry and provide meaningful credit in a construction industry Australian apprenticeship.

HOST SCHOOL/S

Whittlesea Secondary College
(AIET)



DAYS & TIMES

Wednesday 9.00am - 3.15pm (Units 1&2)

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Strand and/or Work Related Strand.

VCE: Recognition of up to two VCE VET units at Units 1&2 level and a VCE VET Units 3&4 sequence.

ATAR: Contribution is 10% increment

STRUCTURED WORKPLACE LEARNING

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

THIS COURSE MAY INCLUDE

- Work effectively and sustainably in the construction industry
- Plan and organise work
- Conduct workplace communication
- Carry out measurements and calculations
- Read and interpret plans and specifications
- Apply OHS requirements, policies and procedures in the construction industry
- Use carpentry tools and equipment
- Identify and handle wall and ceiling lining tools and equipment
- Handle and prepare bricklaying and blocklaying materials
- Use bricklaying and blocklaying tools and equipment





CREATIVE INDUSTRIES

CUA20215 Certificate II in Creative Industries (Focus: Graphic Art and Printing)

PATHWAYS FOR

After achieving CUA20215 Certificate II in Creative Industries individuals may undertake further education and training, including:

Certificate III in Media

Diploma/Advanced Diploma in Screen and Media

Certificate IV in Graphic Design

Diploma of Graphic Design

Advanced Diploma of Graphic Design

Diploma Screen & Media (Digital Animation)

Bachelor of Design (Communication Design)

POSSIBILITIES

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

- | | |
|----------------------|------------------|
| Games developer | Graphic designer |
| Media editor | Media producer |
| Multimedia developer | Photographer |
| Publisher | Digital designer |

CREATIVE INDUSTRIES

CUA20215 Certificate II in Creative Industries (Focus: Graphic Art and Printing)

This course is subject to change in 2022

COURSE AIMS

This course has a graphic art and printing focus, introducing students to the graphic arts and printing industry using current industry practices. Students will develop core generic workplace skills, along with an understanding of a range of areas relevant to the printing industry, while using the latest industry standard software and hardware. Areas covered include multimedia, layout and design, digital imaging, printing and print finishing. The course provides both theoretical and practical training that is linked directly to the work that graphic art and printing related employees undertake.

HOST SCHOOL/S

Peter Lalor Secondary College
(IVET)

· : DAYS & TIMES

· : Wednesday 1.00pm - 4.30pm (Units 1&2)
· : One-year course

CONTRIBUTION TO

VCAL: This program contributes to Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: On completion, students will be eligible for up to 3 units of credit at Unit 1&2 level.

STRUCTURED WORKPLACE LEARNING

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

THIS COURSE MAY INCLUDE

- Practicing skills in a simulated real-life working environment
- Knowledge of the Abode Creative Suite, including Photoshop
- Using hand drawing skills to assist in initial design phase
- Using page layout software to design and impose artwork
- Following a design brief and produce artwork for a specific industry





DANCE

CUA20113 Certificate II in Dance

PATHWAYS

The Certificate II in Dance can be a pathway to Certificates III, IV or a Diploma or a degree course.

Certificate III in Dance

Apply to dance full time in a private dance school



CAREER OPPORTUNITIES

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

Choreographer

Dance Event Manager

Dance Teaching and Management

Performer

Professional Dancer

DANCE

CUA20113 Certificate II in Dance

This course is subject to change in 2022

COURSE AIMS

The course aims to provide technical and performance skills, knowledge and attitude needed to establish a career in the entertainment industry. The VCE course is not recommended for students without prior dance experience.

HOST SCHOOLS

Mill Park Secondary College
(Ausdance)

Northern College of the Arts
Arts & Technology*

St Helena Secondary College
(Ausdance)

DAYS & TIMES

Wednesday 1.30pm - 5.00pm (Units 1&2, 3&4)

Wednesday 9.00am - 12.45pm (Units 1&2)
Wednesday 1.30pm - 5.00pm (Units 3&4)
Audition required

Wednesday 1.30pm - 5.00pm (Units 1&2)
Thursday 1.30pm - 5.00pm (Units 3&4)

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

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

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

THIS COURSE MAY INCLUDE

- Develop a basic level of physical condition for dance performance
- Develop basic dance techniques
- Follow health, safety and security procedures
- Source and apply entertainment industry knowledge
- Prepare self for a dance performance
- Apply and refine basic dance techniques for performances

Each Host school does two dance style electives such as jazz, contemporary, ballet, street, cultural etc. Please check with the school the dance styles they will cover, prior to enrolment.

*NCAT students must successfully audition to be selected into the course.





EARLY CHILDHOOD EDUCATION & CARE

CHC30113 Certificate III in Early Childhood Education & Care

PATHWAYS

Diploma of Early Childhood Education and Care

Bachelor of Education (Early Years)



CAREER OPPORTUNITIES

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

Childcare assistant
Childcare worker
Early Years teacher
Family day care worker
Mobile assistant

Nanny
Outside school hours care assistant
Playgroup supervisor
Recreation assistant

EARLY CHILDHOOD EDUCATION & CARE

CHC30113 Certificate III in Early Childhood Education & Care



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. This course is a partial completion of the Certificate.

HOST SCHOOLS

Charles La Trobe College
(Melb City Institute of Education)

Hazel Glen College
(Foundation Education)

St Helena Secondary College
(Melbourne College of Further Education)



DAYS & TIMES

Wednesday	1.30pm - 4.30pm (First year)
Wednesday	9.00am - 12.00pm (Second year)
Tuesday	1.30pm - 5.00pm (First year)
Thursday	1.30pm - 5.00pm (Second year)
Wednesday	1.30pm - 5.00pm (First year)
Monday	1.30pm - 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 is available. Students may be eligible for up to two units at Units 1 and 2 level, and two Units 3 and 4 sequences.

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

A minimum of 120 hours is required over two years is required for the award of the qualification.

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

22499VIC Certificate II in Electrotechnology (Pre vocational)

PATHWAYS

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.

Participants who successfully complete this program may receive credit toward an apprenticeship in Electrotechnology. The most common pathway is credit towards the Certificate III in Electrotechnology Systems Electrician.

Certificate III in Electrical Electrician

Certificate III in Engineering - Industrial Electrician

Certificate IV in Electrotechnology - Systems Electrician

CAREER OPPORTUNITIES

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

Electrotechnology Assembler

Electrical Fitter

Electrical Instrumentation Technician

Electrotechnology Trainer



ELECTROTECHNOLOGY

22499VIC Certificate II in Electrotechnology (Pre vocational)



COURSE AIMS

The course provides both theoretical and practical training that is linked directly to the work that Electrotechnology related technicians undertake.

HOST SCHOOLS

Northern College of the Arts & Technology

Outer Northern Trade Training Centre
(Box Hill Institute)

Parade College Bundoora
Bundoora
Bundoora
Preston
Bundoora

DAYS & TIMES

Wednesday	8.30am - 12.30pm OR 1.30pm - 5.30pm (Units 1&2)
Thursday	1.30pm - 5.30pm (Units 3&4)
Wednesday	8.00am - 12.00pm OR 12.30pm - 4.30pm (Units 1&2)
Friday	8.00am - 12.00pm OR 12.30pm - 4.30pm (Units 3&4)
Tuesday	7.30am - 12.50pm (Units 1&2) VCAL
Tuesday	1.30pm - 5.00pm (Units 1-4) VCE
Wednesday	8.30am - 3.15pm (Units 1-4) VCAL
Wednesday	8.30am - 3.15pm (Units 1-4) VCAL
Friday	7.30am - 12.50pm (Units 3&4) VCAL

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

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.

STRUCTURED WORKPLACE LEARNING

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

THIS COURSE MAY INCLUDE

- Basic electrical/electronic theory
- Renewable energy concepts and projects
- Electrical wiring theory, regulations and practice
- Electric motor theory and practice
- Integrated work placement





ENGINEERING

22470VIC Certificate II in Engineering Studies

PATHWAYS

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

Apprenticeships - Mechanical, Fabrication, Automotive or Electrical

Certificate III in Engineering

Certificate IV in Engineering

Diploma

Advanced Diploma

One year credit into Bachelor of Engineering



CAREER OPPORTUNITIES

The occupations below include all of the people who conceive, design, manufacture, assemble, install, repair, package and sell those products. With additional training and experience possible future career opportunities may include work in the following areas/sectors:

Electrical Engineer

Electrician

Instrument Fitter

Fitter and Turner

Manufacturing Engineer

Toolmaker

Metallurgical Engineer

Mechanical Engineering

Boiler Maker

Automotive Engineering

CAD Engineering Draftsman

WHS Practitioner

ENGINEERING

22470VIC Certificate II in Engineering Studies



COURSE AIMS

This course prepares students for entry level training in the Engineering/Manufacturing Industries.

HOST SCHOOLS

Marymede Catholic College
(AIET)

Northern College of the
Arts & Technology

Whittlesea Secondary College
(AIET)

DAYS & TIMES

Wednesday 8.00am - 12.00pm (Units 1&2)
Wednesday 12.30pm - 4.30pm (Units 3&4)

Wednesday 8.30am - 12.30pm OR
1.30pm - 5.30pm (Units 1&2)
Thursday 1.30pm - 5.30pm (Units 3&4)

Wednesday 9.00am - 3.15pm (Units 1&2)
Friday 9.00am - 3.15pm (Units 3&4)

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

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
- Produce basic engineering components and products using fabrication and machining
- Produce basic engineering sketches and drawings
- Using CAD and hand drawing instruments
- Report on a range of sectors in the manufacturing, engineering and related industries
- Undertake a basic engineering project





EVENTS

SIT30516 Certificate III in Events

PATHWAYS

Certificate IV in Travel and Tourism

Diploma of Event Management and Travel and Tourism

Bachelor of Event and Tourism Management

CAREER OPPORTUNITIES

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

Conference Assistant

Event or Exhibition Assistant

Functions Assistant

Logistics Assistant

Meetings Assistant

Event or Exhibition Administrative Assistant

Event or Exhibition Operations Assistant

In-House Meetings Assistant

Junior Event or Exhibition Coordinator

Venue Assistant



COURSE AIMS

This qualification reflects the role of individuals who use a range of events administrative or operational skills. They use discretion and judgement and have knowledge of industry operations. They work with some independence under the guidance of more senior event personnel, using plans, policies and procedures to guide work activities.

HOST SCHOOL

Peter Lalor Vocational College
(AIET)



DAYS & TIMES

Wednesday 1.00pm - 4.30pm (Units 1&2, 3&4)

CONTRIBUTION TO

VCAL: Contribution to the Industry Specific Strand and/or Work Related Skills Strand.

VCE: Partial or full completion of this program may contribute via a Block Credit recognition to completion of the VCE.

STRUCTURED WORKPLACE LEARNING

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

THIS COURSE MAY INCLUDE

- Work effectively with others
- Source and use information on the events industry
- Process and monitor event registrations
- Provide service to customers
- Show social and cultural sensitivity
- Participate in safe work practices



FURNITURE MAKING

MSF20516 Certificate II in Furniture Making Pathways

PATHWAYS

Apprenticeships - Certificate III in Furniture Making

Certificate III in Furniture Finishing

Certificate IV in Furniture Design & Technology

Diploma of Furniture Design & Technology

Bachelor of Design



CAREER OPPORTUNITIES

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

Cabinet Maker

Wood Machinist

Upholsterer

Craft Designer / Craftperson

French Polisher

Furniture Designer and Maker

Soft Furnishing Maker

Musical Instrument Maker

Furniture Restorer

Shop Fitter

FURNITURE MAKING

MSF20516 Certificate II in Furniture Making Pathways



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.

HOST SCHOOLS

Parade College Bundoora
Bundoora
Bundoora
Bundoora

Northern College of the
Arts & Technology

DAYS & TIMES

Monday 7.30am - 1.00pm (Units 1&2)
Tuesday 12.00pm - 5.00pm (Units 1-4) VCAL
Tuesday 1.30pm - 5.00pm (Units 1-4) VCE
Wednesday 7.30am - 1.00pm (Units 1&2, 3&4)

Wednesday 1.30pm - 5.30pm (Units 1&2)
Second year in 2023

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

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

It is strongly recommended that students undertake a minimum of 80 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
- Make a career plan





FURNITURE MAKING/BUILDING & CONSTRUCTION

MSF20516 Certificate II in Furniture Making Pathways

22338VIC Certificate II in Building & Construction (Bricklaying and Carpentry)

PATHWAYS

Apprenticeships - Certificate III in Furniture Making

Certificate III in Furniture Finishing

Certificate IV in Furniture Design & Technology

Diploma of Furnishings in Furniture Technology

Diploma of Furniture Design & Technology

Bachelor of Design

CAREER OPPORTUNITIES

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

Cabinet Maker

Wood Machinist

Upholsterer

Craft Designer / Craftperson

French Polisher

Furniture Designer and Maker

Soft Furnishing Maker

Musical Instrument Maker

Furniture Restorer

Shop Fitter

FURNITURE MAKING/BUILDING & CONSTRUCTION

MSF20516 Certificate II in Furniture Making Pathways

22338VIC Certificate II in Building & Construction (Bricklaying and Carpentry)



COURSE AIMS

Students do a variety of units from three different certificates to specialise in the following year. This is a one year program where schools will send a number of students with educational support.

HOST SCHOOL

Parade College Bundoora



DAYS & TIMES

Wednesday 9.30am - 2.20pm (Units 1&2)
One-year program

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

ATAR: Scored assessment is not available for this program.

STRUCTURED WORKPLACE LEARNING

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

THIS COURSE MAY INCLUDE

- Work safely in the construction industry
- Workplace Safety and site induction
- Wall framing
- Use of bricklaying hand tools
- Working in teams
- Joining furnishing materials
- Make simple timber joints





HEALTH SERVICES ASSISTANCE

HLT33115 Certificate III in Health Services Assistance

PATHWAYS

Certificate IV in Medical Practice Assisting

Certificate IV in Population Health

Certificate IV in Health Care

Diploma of Nursing

Diploma of Anaesthetic Technology

Diploma of Paramedical Science

Bachelor of Nursing

Bachelor of Health Science

CAREER OPPORTUNITIES

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

Aged or Disability Carer

Dental Assistant

Therapy Aide

Massage Therapist

Paramedic

Registered Nurse

Counsellor

Occupational Health and Safety Officer

Dispensary Technician

Medical Laboratory Assistant

Occupational Therapist

Health Promotion Officer

HEALTH SERVICES ASSISTANCE

HLT33115 Certificate III in Health Services Assistance



COURSE AIMS

This qualification reflects the role of workers who provide support for the effective functioning of health services. At this level workers complete tasks under supervision involving known routines and procedures or complete routine but variable tasks in collaboration with others in a team environment. Pathways may include employment into Health and Ancillary Services Assistance roles such as Food Services Assistant (Hospital), General Hand (Hospital), Ward Hand (Hospital) and others.

HOST SCHOOL

Peter Lalor Vocational College
(IVET)



DAYS & TIMES

Wednesday	9.00am - 12.30pm (Units 1&2)
Wednesday	1.00pm - 4.30pm (Units 1&2)
Friday	9.00am - 12.30pm (Units 3&4)
Friday	1.00pm - 4.30pm (Units 3&4)

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 to completion of the VCE at Units 1–4.

ATAR: Students who achieve a Units 3 and 4 sequence may be eligible for an increment towards their ATAR (10 per cent of the lowest study score in the primary four scaled studies).

STRUCTURED WORKPLACE LEARNING

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

THIS COURSE MAY INCLUDE

- Communicate and work in health or community services
- Work with diverse people
- Comply with infection prevention and control policies and procedures
- Participate in workplace health and safety





HOSPITALITY / KITCHEN OPERATIONS

SIT20316 Certificate II in Hospitality **SIT20416 Certificate II in Kitchen Operations**

PATHWAYS

Certificate III in Hospitality

Certificate IV in Hospitality

Diploma of Hospitality (Management)

Advanced Diploma of Hospitality (Management)

Bachelor of Applied Science (Hospitality Management)



CAREER OPPORTUNITIES

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

Chef/Cook

Food Production

Promotions Director

Kitchen Hand

Hotel/Resort Manager

Housekeeping

Tourism Manager

Catering Manager

Event Manager

Waiter/Barperson

Steward/Host

HOSPITALITY

SIT20316 Certificate II in Hospitality

With selected units from Certificate III SIT30616

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.

HOST SCHOOL

Eltham College

Pascoe Vale Girls College
(IVET)

DAYS & TIMES

Monday	4.00pm - 9.30pm (Units 1&2) OR
Tuesday	4.00pm - 9.30pm (Units 1&2)
Wednesday	4.00pm - 9.30pm (Units 3&4)
Wednesday	9.00am - 3.00pm (Units 1&2) <i>Second Year in 2023</i>

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: Recognition of two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.

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

- 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
- Prepare and serve espresso coffee
- Serve food and beverage
- Clean kitchen premises and equipment
- Show social and cultural sensitivity
- Clean and tidy bar areas
- Prepare and serve non-alcoholic beverages



KITCHEN OPERATIONS

SIT20416 Certificate II in 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.

HOST SCHOOLS

Eltham College (*1st year is Cert II Hospitality on previous page*)

Greensborough College
(IVET)

Hazel Glen College
(IVET)

Parade College Bundoora
Bundoora

Peter Lalor Vocational College**
(IVET)

St Helena Secondary College
(IVET)

Thornbury High School
(IVET)

DAYS & TIMES

Wednesday 4.00pm - 9.30pm (Units 3&4) OR
Thursday 4.00pm - 9.30pm (Units 3&4)

Wednesday 1.00pm - 5.00pm (Units 1&2)
Second Year in 2023

Wednesday 1.00pm - 4.30pm (Units 1&2)
Second Year in 2023

Tuesday 1.30pm - 5.00pm (Units 1&2)
Wednesday 3.30pm - 7.00pm (Units 3&4)

Friday 9.00am - 1.30pm (Units 1&2, 3&4)
Two-year course

Wednesday 1.30pm - 5.00pm (Units 1&2)
Thursday 1.30pm - 5.00pm (Units 3&4)

Wednesday 1.00pm - 4.30pm (Units 1&2)
Second Year in 2023

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or the Work Related Skills Strand.

VCE: Recognition of two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.

ATAR: Scored assessment is available for this program.

**Peter Lalor Vocational College do not offer a scored assessment option.

STRUCTURED WORKPLACE LEARNING

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

THIS COURSE 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
- Use cookery skills effectively
- Produce dishes using basic methods of cookery
- Produce appetisers and salads
- Produce stocks, sauces and soups
- Produce vegetable, fruit, egg and farinaceous dishes
- Prepare poultry dishes





ANITA SAYS...

“There are so many different pathways within hospitality that could lead you to your dream job.”

CASE STUDY | ANITA RAECK

I chose to complete the two year Certificate II in Kitchen Operations Course from 2018-2019 at Peter Lalor Vocational College because I have always wanted to pursue a career in hospitality. I love cooking and baking, and I have wanted to become a chef for as long as I can remember.

With the VET course running one day a week and with work experience one day a week as well, I found it to be the perfect balance between the VET and VCAL classes. The Kitchen Operations course helped me explore my true passion for cooking and baking and begin my career in this field.

Having other students from different NMVC schools in the VET class was a good opportunity to work in a team environment with new people. It is a good way to develop interpersonal skills and to prepare yourself to meet new people in the workplace.

While completing the course I learned skills and techniques which have helped me as I have continued on with further education and in the workplace. Certificate II in Kitchen Operations has a good balance of theory and practical classes where students

can practice all the skills and techniques that are studied. The course is an exceptional starting point for a future career in hospitality and exceeded my expectations.

Upon completion of this VET course I have since completed a Certificate III in Commercial Cookery and a Certificate III in Patisserie and have learnt further skills that have helped me pursue both careers in cooking and baking. I have been working in Industry for a year now, as a full time and part time chef and I am loving every second of it. With head chefs as my mentors I am learning new things everyday.

In the future, I am planning on starting a business selling personalised cookies and cupcakes, as well as novelty cakes. Longer term- I hope to be selling these from my own bakery or café!

My advice I would give to anyone thinking about partaking in this VET course would be, if you are interested in cooking why not give this a go. It is a great course to learn the foundational skills of an ever evolving industry. There are so many different pathways within hospitality that could lead you to your dream job.



INTEGRATED TECHNOLOGIES

22527VIC Certificate II in Integrated Technologies

PATHWAYS

The Certificate II is a pathway to TAFE and Higher Education and may lead directly to employment. It is an excellent pathway to a higher degree in Engineering.

Certificate III in Data and Voice Communications

Certificate III and IV in Renewable Energy – ELV

Diploma of Renewable Energy Engineering

Depending on course electives and VCE subjects chosen, pathways include apprenticeships or traineeships or articulation into higher qualifications in Electrotechnology, Information Technology, Telecommunications, Engineering and Mechatronics.

CAREER OPPORTUNITIES

The Certificate II in Integrated Technologies provides a pathway into industries likely to combine different types of technologies. Understanding electrotechnology and engineering/manufacturing processes can lead to careers as a:

Computer Systems Engineer
(tertiary level study)

Engineer

Telecommunications Technician

Mechatronics System Engineer
(advanced manufacturing)

Computer Networking Technician

Information Technology Paraprofessional

INTEGRATED TECHNOLOGIES

22527VIC Certificate II in Integrated Technologies



COURSE AIMS

The course is a practical and theoretical training in the knowledge and skills in the Electrotechnology, Information Technology and Telecommunications industries. The course is an introduction to Electrotechnology and may include an introduction to the NBN or Computer Networking industries.

HOST SCHOOL

Northern College of the
Arts & Technology



DAYS & TIMES

Wednesday	1.30pm - 5.30pm (Units 1&2)
Thursday	1.30pm - 5.30pm (Units 3&4)

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: Recognition of two units at Units 1 and 2 level and a Units 3 and 4 sequence.

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

- (CISCO) Computer networking theory and practical tasks
- Computer hardware and operating systems
- Solar powered energy systems
- Coding, automation and robotics (Arduino, C++, VEX)
- Use of CAD, programming of microcontrollers, robotics, 3D printing and process automation to develop products from conceptualisation to final production





LABORATORY SKILLS

MSL30116 Certificate III in Laboratory Skills

PATHWAYS

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

CAREER OPPORTUNITIES

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

Support Staff to scientists in Research, Education & Industry Laboratory Attendants

Laboratory Assistant/Manager

Instrument Operators

Laboratory Technician

Senior Technician

LABORATORY SKILLS

MSL30116 Certificate III in Laboratory Skills



COURSE AIMS

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

HOST SCHOOL

Mill Park Secondary College
(Box Hill Institute)
Parade College
(TBC)



DAYS & TIMES

Wednesday 1.30pm - 5.00pm (Units 1&2, 3&4)
Tuesday 1.30pm - 5.00pm (Units 1&2)
Second year in 2023

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

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.

STRUCTURED WORKPLACE LEARNING

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

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





MAKE UP

SHB30215 Certificate III in Make Up

PATHWAYS

Certificate IV in Beauty Therapy

Diploma of Beauty Therapy

CAREER OPPORTUNITIES

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

Make-Up Artist (fashion, beauty, photography & freelance)

Beauty Therapist

Make-Up Retail Sales Person



MAKE UP

SHB30215 Certificate III in Make Up



COURSE AIMS

The Certificate III in Make Up program provides skills and knowledge to undertake roles as make-up artists designing and applying make-up across the beauty, fashion, media and entertainment industries. Skills are developed for work in make-up studios, retail cosmetic counters, fashion and media sets, and photography studios.

HOST SCHOOL

IMVC at NCAT
(IMVC)

DAYS & TIMES

• **Units 1&2**
• Wednesday
• **AM Class** Wed 8.30am - 1pm OR
• **PM Class** Wed 1.30pm - 5.30pm
• **Compulsory Holiday Block**
• **Term 3 Sept Hols (7 days req'd)**
• **Week 1 PM class (4 days)**
• Mon 19 Sept to Thu 22 Sept,
• 9.30am - 4.30pm
• **Week 2 AM class (3 days)**
• Mon 26 Sept to Wed 28 Sept,
• 9.30am - 4.30pm

Units 3&4

Thursday

AM Class Thu 9am - 1pm OR

PM Class Thu 1.30pm - 5.30pm

Compulsory Holiday Block

Term 1 Easter Hols

AM class only Mon 11 Apr to Thu 14 Apr,
9.30am - 4.30pm

PM class only Tue 19 Apr to Fri 22 Apr,
9.30am - 4.30pm

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: Recognition of up to four units at Units 1 and 2 level and a Units 3 and 4 sequence.

ATAR: Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR.

STRUCTURED WORKPLACE LEARNING

Minimum SWL requirements over duration of program:

Number of hours - 80 hrs / 2 weeks over 2 years. Strongly recommended but not required. The placement can be in any retail outlet and not necessarily confined to the make-up/cosmetics industry.

THIS COURSE MAY INCLUDE

- Design and apply make-up
- Design and apply make-up for photography
- Design and apply remedial camouflage make-up
- Apply airbrushed make-up
- Design and apply creative make-up
- Research and apply beauty industry information
- Provide salon services to clients
- Comply with organisational requirements within a personal services environment
- Apply safe hygiene, health and work practices





MUSIC INDUSTRY

CUA30915 Certificate III in Music Industry (Performance Stream)

CUA30915 Certificate III in Music Industry (Sound Production Stream)

PATHWAYS

Certificate IV in Music Industry

Diploma of Music Industry

Advanced Diploma of Music Industry



CAREER OPPORTUNITIES

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

Musician

Singer

Stage Producer

Director

Music Technician

Songwriter

Music Editor

Stage Manager

Digital Audio Technician

Sound Engineer

Broadcaster

Music Editor

Sound and Lighting Technician

MUSIC INDUSTRY

CUA30915 Certificate III in Music Industry (Performance Stream)

This course is subject to change in 2022



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.

HOST SCHOOLS

Bundoora Secondary College
(Ripponlea Institute)

Lalor North Secondary College
(Melbourne Polytechnic)

Northern College of the
Arts & Technology*



DAYS & TIMES

Wednesday 12.30pm - 4.30pm (Units 1&2)
Second year in 2023

Wednesday 11.45am - 4.15pm (Units 1&2)
Wednesday 11.45am - 4.15pm (Units 3&4)

Wednesday 9.00am -12.30pm (Units 1&2)
Wednesday 1.30pm - 5.00pm (Units 3&4)

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: Recognition of two units at Units 1 and 2 level and at least one Units 3 and 4 sequence.

ATAR: Scored assessment is available for this program.

*NCAT students must successfully audition to be selected into the course.

STRUCTURED WORKPLACE LEARNING

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

THIS COURSE MAY INCLUDE

- Address copyright requirements
- Compose a simple song or tune
- Develop and practise improvisation
- Maintain self or group in music
- Performance craft, developing repertoire
- Improvisation, learning parts from recordings



MUSIC INDUSTRY

CUA30915 Certificate III in Music Industry (Sound Production Stream)

This course is subject to change in 2022

COURSE AIMS

This course is a pathway 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 class and in small groups to complete practical projects, written work and computer tasks.

HOST SCHOOLS

Northern College of the
Arts & Technology

Parade College Bundoora
Bundoora

DAYS & TIMES

Wednesday 1.30pm - 5.00pm (Units 1&2)

Wednesday 9.00am - 12.30pm (Units 3&4)

Tuesday 1.30pm - 5.00pm (Units 1&2)

Wednesday 3.15pm - 7.30pm (Units 3&4)

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: Recognition of two units at Units 1 and 2 level and at least one Units 3 and 4 sequence.

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

- Understanding microphone types and placement techniques
- Analogue and Digital audio, signal processing, recording software, and mixing consoles
- Band PA systems, outdoor and stadium PA systems
- Producing and engineering recorded music
- Understanding copyright, contracts and income streams





JARMAN SAYS...

“The best way to find out what you want is to try things and a VET course is a great way to find out.”

CASE STUDY | JARMAN LAWRENCE

Cert III in Musical Instrument Making and Maintenance is a qualification which provides students with the skills and knowledge to design, make and maintain quality musical instruments. In Australia, the only school to provide students access to this course is the Northern College of Arts & Technology (NCAT) in Preston.

Jarman Lawrence was a Charles La Trobe College student who completed this course in 2019. He had played guitar for a long time and his curiosity led him to consider this course. He decided that if he could make his own guitars it would be cheaper and he would no longer have to pay someone else to do the maintenance. His family encouraged him and he realised that he could make a career of it.

“My desire to do something fulfilling with my life really crystallised once I started the course. After completing Year 12, I am now doing Cert IV in this course at NCAT which gives a more substantial foundation of the craft. I am also working part time at Maton, one of the two large guitar making factories in Melbourne, Jarman said.

“Making guitars satisfies me both physically and mentally. The design element of the course is fascinating. When you set up a guitar it needs to be done in playing situ because gravity impacts the strings. I hadn’t even thought about how the most basic force of nature impacts this box with strings.”

Jarman said that being in a VET class with students from other schools is great.

“You get to know each other pretty quickly and become good friends. There is always something to talk about. I would definitely recommend this course to other students. If you want to work with your hands but be mentally challenged as well – this course is for you.”

“The best way to find out what you want is to try things and a VET course is a great way to find out.”



MUSICAL INSTRUMENT MAKING & MAINTENANCE

22563VIC Certificate III in Musical Instrument Making and Maintenance

PATHWAYS

Certificate IV in Musical Instrument Making and Repair

Certificate III in Furniture Making



CAREER OPPORTUNITIES

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

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

MUSICAL INSTRUMENT MAKING & MAINTENANCE

22563VIC Certificate III in Musical Instrument Making and Maintenance



COURSE AIMS

The aim of this qualification is to provide the skills and knowledge for a musical instrument maker to design, make and maintain quality musical instruments.

HOST SCHOOL

Northern College of the
Arts & Technology



DAYS & TIMES

Wednesday 8.30am - 12.30pm (Units 1&2, 3&4)
Wednesday 1.30pm - 5.30pm (Units 1&2, 3&4)
Two-year course

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.

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

- Use finishing hand and power tools
- Assemble instrument components
- Construct jigs and fixtures
- Perform soft soldering
- Construct and apply decorative treatment and hand finishing of musical instruments
- Set up, operate and maintain basic static machines
- Maintain percussion and woodwind instruments
- Make special stringed instruments
- Read and interpret work documents
- Make measurements
- Participate in environmentally sustainable work practices
- Work safely
- Work in a team & communicate in the workplace

Instruments students make include: Percussion (Stomp box, cajon and xylophone) solid electric guitar, folk wind instruments, tenor ukulele and a traveller guitar.





PERMACULTURE

AHC21716 Certificate II in Permaculture

PATHWAYS

Certificates III, IV or Diploma in Permaculture

Certificates III, IV or Diploma in Agriculture, Horticulture or Conservation and Land Management (AHC)

Bachelor of Sustainability

Bachelor of Agricultural Science



POSSIBILITIES

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

- Parks and Gardens worker
- Retail nursery
- Organic farmer
- Waste recovery and recycling worker
- Landscape Construction Apprenticeship
- Sustainability consultant
- Commercial compost worker
- Sustainability educator



PERMACULTURE

AHC21716 Certificate II in Permaculture



COURSE AIMS

The Certificate II in Permaculture provides an introduction to a wide range of vocations in the sustainability, horticulture and community services sectors. It provides foundational knowledge in sustainability and environmental issues. Students use that knowledge base to build hands-on practical skills which they can use to address environmental problems across a wide range of workplaces.

HOST SCHOOL

Templestowe College
(Gold Standard Education)



DAYS & TIMES

Wednesday 2.00pm - 5.00pm (Units 1&2)
Second year in 2023

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: Students may be eligible to receive recognition of up to four units of credit at the Unit 1&2 level only.

STRUCTURED WORKPLACE LEARNING

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

THIS COURSE MAY INCLUDE

- Propagation techniques
- Planting and maintenance of permaculture crops
- Composting, mulching and soil preparation
- Correct garden tool use and maintenance
- Maintenance of permaculture structures and water systems
- Working with animals in a permaculture system
- Understanding weather





PLUMBING

22569VIC Certificate II in Plumbing (Pre-apprenticeship)

PATHWAYS

- Certificate II in Metal Roofing and Cladding
- Certificate III in Plumbing
- Certificate III in Plumbing (Mechanical Services)
- Certificate III in Roof Plumbing
- Certificate IV in Plumbing and Services
- Diploma of Plumbing and Services



CAREER OPPORTUNITIES

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

- | | |
|------------------------|-------------------------------------|
| Building supervisors | Technical and sales representatives |
| Plumbing inspectors | Building contract administrators |
| Hydraulics consultants | Building and construction manager |
| Purchasing officers | Technical teachers |
| Estimators | |

PLUMBING

22569VIC Certificate II in Plumbing (Pre-apprenticeship)



COURSE AIMS

This program provides students with pre-vocational training in the plumbing industry.

HOST SCHOOLS

Northern College of the Arts
& Technology

Outer Northern Trade
Training Centre
(Box Hill Institute)

Parade College Preston
Preston
Preston

Preston
Preston
Preston
Preston



DAYS & TIMES

Wednesday 8.30am - 12.30pm OR
1.30pm - 5.30pm (First year)
1.30pm - 5.30pm (Second year)

Thursday

Thursday 8.00am - 12.00pm OR
12.30pm - 4.30pm (First year)

Friday 8.00am - 12.00pm OR
12.30pm - 4.30pm (Second year)

Monday 7.30am - 3.15pm (Second year)
Tuesday 7.30am - 3.15pm (First year VCAL)
Tuesday 1.30pm - 5.50pm (1st & 2nd year
VCE)

Wednesday 7.30am - 3.15pm (First year)
Friday 7.30am - 3.15pm (First year)
Wednesday 7.30am - 3.15pm (Second year)
Thursday 7.30am - 3.15pm (1st & 2nd year)

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: Recognition of up to 3 units at Unit 1 and 2 level and a Units 3 and 4 sequence.

ATAR: Students who receive a units 3 and 4 sequence for VCE VET Plumbing will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four studies). The increment is awarded by the Victorian Tertiary Admissions Centre (VTAC).

STRUCTURED WORKPLACE LEARNING

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

THIS COURSE MAY INCLUDE

- Use pipes, fittings and fixtures to simulate plumbing installations
- Use basic plumbing hand tools and power tools
- Use basic electric welding equipment and techniques
- Perform basic oxy-acetylene welding and cutting
- Fabricate simple plumbing pipe systems
- Apply basic sheet metal practices
- Work safely in the construction industry
- Read and interpret plans and specifications





RETAIL COSMETICS

SHB20116 Certificate II in Retail Cosmetics

PATHWAYS

Certificate III in Beauty

Certificate IV in Beauty Therapy

Diploma of Beauty Therapy



CAREER OPPORTUNITIES

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

Beauty Therapist

Make-Up Artist

Aroma Therapist

Retail Sales

Salon Manager

RETAIL COSMETICS

SHB20116 Certificate II in Retail Cosmetics



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 make-up, 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.

HOST SCHOOL

Peter Lalor Secondary College
(A/ET)

DAYS & TIMES

Wednesday
Friday

9.00am - 3.00pm OR
9.00am - 3.00pm (Units 1&2)
One-year course

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: students who complete the program are eligible for up to five units at Units 1 and 2 level. This is a VCE VET approved program.

STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 40 hours.

THIS COURSE MAY INCLUDE

- Communicate in the workplace
- Work effectively in a retail environment
- Conduct financial transactions
- 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
- Perform head, neck and shoulder massage
- Design and apply make up for photography





SALON ASSISTANT

SHB20216 Certificate II in Salon Assistant

PATHWAYS

Certificate IV in Hairdressing

Advanced Diploma in Hairdressing



CAREER OPPORTUNITIES

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

Hairdresser

Retail Sales

Salon Manager

SALON ASSISTANT

SHB20216 Certificate II in Salon Assistant



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 course.

HOST SCHOOLS

Peter Lalor Vocational College
(AIET)



DAYS & TIMES

Wednesday 9.00am - 3.00pm OR
Friday 9.00am - 3.00pm
One-year course

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: Students who complete the program are eligible for up to four units at Units 1 and 2 level. This is a VCE VET approved program.

STRUCTURED WORKPLACE LEARNING

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

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
- Assist colleagues providing multiple salon services as a team member (work placement)
- Apply single, two and three strand braiding techniques





SCREEN AND MEDIA

CUA31015 Certificate III in Screen and Media

PATHWAYS

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 Screen and Media

Diploma of Screen and Media

Bachelor of Multimedia and Digital Arts

Bachelor of Design (Digital Media)

Advanced Diploma of Screen and Media

Advanced Diploma of Creative Product Development

Bachelor of Games and Interactivity

CAREER OPPORTUNITIES

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

Graphic Designer

Editor

Multimedia Developer

Web Content Manager

Media Producer

Photographer

Games Developer

Production houses

Publisher

Screen Printer

Corporate video

Advertising agencies

SCREEN AND MEDIA

CUA31015 Certificate III in Screen and Media

(Focus: Creative & Digital Media OR Games Development)

This course is subject to change in 2022

COURSE AIMS

This course is designed to expose students to commercial practices in a range of multimedia with focus on digital design, website design, sound and animation. This should prepare students for further education at TAFE or University and give students the opportunity to produce a folio of work.

The Games Development focus at Diamond Valley College will teach students how to develop a game from initial concept to playable demo. Using the Unreal Engine 4, art and scripts, students design gameplay mechanics and refine them while learning the entire development pipeline.

HOST SCHOOLS

Diamond Valley College
(AIE) (Focus: Games Dev)
Full Completion

Northern College of the
Arts & Technology
(Focus: Multimedia)
Full Completion

Parade College
(AIET)
(Focus: Multimedia)
Partial Completion

DAYS & TIMES

Wednesday 8.50am - 12.30pm (Units 1&2)
Friday 8.50am - 12.30pm (Units 3&4)
Two-year program

Wednesday 9.00am - 12.30pm OR
1.30pm - 5.00pm (Units 1&2)
Wednesday 1.30pm - 5.00pm (Units 3&4)
Two-year program

Wednesday 3.30 - 7.00pm (Units 1&2)
Two-year program
Second Year in 2023

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: Students who complete the program are eligible for up to four units at Units 1 and 2 level and a Units 3 and 4 sequence.

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

- Work effectively in the screen and media industries
- Produce and prepare photo images
- Create 2D digital animations
- Assist with a basic camera shoot
- Perform basic vision and sounds editing
- Plan and prepare program content
- Create visual design components
- Write content for a range of media
- Explore and apply the creative design process to 2D forms
- Prepare audio assets



SCREEN AND MEDIA

CUA31015 Certificate III in Screen and Media (Focus: Video)

• • • • • • • • • • *This course is subject to change in 2022*

COURSE AIMS

This Screen Stream of the CUA31015 course allows students to develop skills in the area of film, audio and online. Students will undertake practices of creative individual and collaborative media products.

HOST SCHOOLS

Northern College of the
Arts & Technology

Full Completion

DAYS & TIMES

• Wednesday 9.00am - 12.30pm (Units 1&2) OR

• Wednesday 1.30pm - 5.00pm (Units 1&2)

• Wednesday 1.30pm - 5.00pm (Units 3&4)

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: Students who complete the program are eligible for up to two units at Units 1 and 2 level and a non scored Units 3 and 4 sequence.

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
- Assist with a basic camera shoot
- Perform basic vision and sound editing
- Promote innovation in a team environment
- Plan and prepare program content
- Maintain interactive content
- Prepare video assets
- Develop techniques for presenting information on air
- Provide production support for television productions
- Write content for a range of media







SCREEN AND MEDIA

CUA41215 Certificate IV in Screen and Media

PATHWAYS

Diploma of Screen and Media

Advanced Diploma of Screen and Media

CAREER OPPORTUNITIES

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

Animation/visual effects designer

Archival media specialist

Camera/lighting operator

Digital artist

Production coordinator

Radio producer/presenter

Television producer/presenter

SCREEN AND MEDIA

CUA41215 Certificate IV in Screen and Media

This course is subject to change in 2022

COURSE AIMS

This film making course is available to any student regardless of your level of experience or expertise. The Certificate IV in Screen and Media is a nationally recognised qualification. Experienced film makers can use the course to build their skill base. Those with no experience will be supported to develop the necessary skills within the course. All equipment is supplied.

Successful completion of the qualification aims to enhance the student's chances of entering the film, media or television industries and can provide a credit transfer towards further film production courses. This is a one-year course.

HOST SCHOOL

Eltham College

DAYS & TIMES

Wednesday 4.00pm - 7.00pm
One-year course

Film Camp

Mon 25 Apr - Fri 29 Apr, 2022

School Holiday Music Video Production

Mon 19 Sept - Fri 30 Sept, 2022

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.

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

- Perform basic vision and sound editing
- Shoot material for screen production
- Articulate, present and debate ideas
- Implement lighting designs
- Organise production locations
- Shoot screen content in a multi-camera environment
- Coordinate film and media production services and resources
- Apply work health and safety practices





SPORT & RECREATION

SIS30115 Certificate III in Sport and Recreation

PATHWAYS

Certificate III and IV in Sport and Recreation

Certificate IV in Sport Officiating

Certificate IV in Sport Development

Diploma of Sport and Recreation Management

University – Recreation Management, Human Movement, Sports Administration, Fitness Leadership, Outdoor Recreation, Physical Education – Teaching

Certificate III and IV in Outdoor Recreation

Certificate IV in Sport Coaching

Diploma of Outdoor Recreation

Diploma of Sport Development

CAREER OPPORTUNITIES

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

Coach

Sports person

Exercise Physiology

Ranger

Fitness Instructor

Leisure/Recreation Officer

Outdoor Education Instructor

Aerobics/Fitness Instructor

Personal Trainer

Recreation Officer

Community Sports Manager

Sports Massage

SPORT & RECREATION

SIS30115 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 is a two-year program.

HOST SCHOOLS

Epping Secondary College
(IVET)

Greensborough Secondary College
(IVET)

Northern College of the
Arts & Technology

Parade College, Bundoora

Peter Lalor Vocational College
(IVET)

DAYS & TIMES

Wednesday 12.00pm - 4.00pm (Units 3&4)

Wednesday 1.00pm - 5.00pm (Units 1&2)
Thursday 1.00pm - 5.00pm (Units 3&4)

Wednesday 9.00am - 12.30pm (Units 1&2)
Wednesday 1.30pm - 5.00pm (Units 3&4)

Thursday 1.30pm - 5.00pm (Units 1&2,
3&4)

Wednesday 9.30am - 3.00pm (Units 1&2,
3&4)

CONTRIBUTION TO

VCAL: This program contributes to the Industry Specific Skills Strand and/or Work Related Skills Strand.

VCE: Students who complete the program are eligible for up to three units at Units 1 and 2 level and a Units 3 and 4 sequence.

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

- Facilitate groups
- Apply first aid
- Provide quality service
- Conduct basic warm up and cool down programs
- Follow OHS policies
- Instruct and monitor fitness programs
- Maintain sport, fitness and recreation facilities
- Perform basic water rescues
- Assist in preparing and conducting sport and recreation sessions





SPORTS COACHING

CSIS20319 Certificate II in Sports Coaching

PATHWAYS

Cert III in Sport & Recreation

Higher Education and TAFE courses

CAREER OPPORTUNITIES

Possible job roles depend on the specific sport but may include:

Coaching Assistant

Sports Trainer

Junior Coach

Sports Coach

Emerging Athlete

Fitness Centre Assistant

SPORTS COACHING

CSIS20319 Certificate II in Sports Coaching

COURSE AIMS

This qualification provides a pathway to work in assistant coaching roles working or volunteering at community based sports clubs and organisations in the Australian sport industry. Individuals with this qualification use a defined and limited range of basic coaching skills to engage participants in a specific sport and are involved in mainly routine and repetitive tasks using limited practical skills and basic sport industry knowledge. They work under the supervision of a coach.

Possible job role titles depend on the specific sport may include assistant coach.

HOST SCHOOLS

Bundoora Secondary College
(IVET)

• DAYS & TIMES

• Wednesday 12.30pm - 4.30pm (Units 1&2)
• One Year Course

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.

STRUCTURED WORKPLACE LEARNING

It is strongly recommended that students undertake a minimum of 40 hours, which could also be met through a community sport volunteering option.

THIS COURSE MAY INCLUDE

- Provide first aid
- Work safely
- Work in a community coaching role
- Conduct sport coaching sessions with foundation level participants
- Continuously improve officiating skills and knowledge
- Provide equipment for activities
- Respond to emergency situations





VISUAL ARTS

CUA20715 Certificate II in Visual Arts

PATHWAYS

Certificate III in Visual Arts

Certificate IV in Visual Arts

Diploma of Visual Arts



CAREER OPPORTUNITIES

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

Visual Artist	Illustrator	Sculptor / Object Designer
Graphic Designer	Printmaker	Concept Artist
Set Painter	Designer	Portrait Painter
Art Critic/Writer	Art Teacher	Art Therapist

VISUAL ARTS

CUA20715 Certificate II in Visual Arts

This course is subject to change in 2022



COURSE AIMS

The course is an introduction to art and design providing opportunities to extend skills beyond a normal school setting. Students use a broad range of materials, equipment and techniques and are encouraged to explore and experiment. Students develop a portfolio of artworks and work with visiting artists and designers. This is invaluable for future pathways considerations. This is a two-year program.

HOST SCHOOL

Northern College
of the Arts
& Technology



DAYS & TIMES

Wednesday 9.00am - 12.30pm OR
1.30pm - 5.00pm (1st year)
Wednesday 9.00am - 12.30pm OR
1.30pm - 5.00pm (2nd 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.

THIS COURSE MAY INCLUDE

- Participate in OHS processes
- Make simple creative work
- Use and develop drawing techniques
- Develop painting skills
- Develop sculptural skills
- Develop printmaking skills
- Source and use information relevant to arts practice

Students receive a block credit for successfully completed units attained at Unit 1 and 2 level. Please note this is not VCE VET therefore will not contribute to an ATAR. Students need to complete the two years to gain the full qualification.



SCHOOL BASED APPRENTICESHIPS & TRAINEESHIPS

The program on the following page is offered as an Australian School based Apprenticeships and Traineeships. The following information should help you to understand how these work.

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.

An 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 the Host School 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.

CPC30211 Certificate III in Carpentry (SBAT)



COURSE AIMS

The SBAT is designed for students entering the Building and Construction Industry who want to become carpenters. Students are taught a range of building modules from the carpentry stream. This course is a partial completion of the Certificate.

HOST SCHOOL

Parade College, Bundoora



DAYS & TIMES

Friday 7.00am - 3.00pm (1st, 2nd and 3rd year)

Three-year program

Plus one day per week of work placement with an employer

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 safety and induction
- Workplace procedures
- Building structures
- Safe handling and use of power tools
- Carpentry hand tools
- Introduction to demolition
- Building set out
- Levelling
- Calculations for the building industry



NMVC MEMBER SCHOOLS 2022

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 53 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.

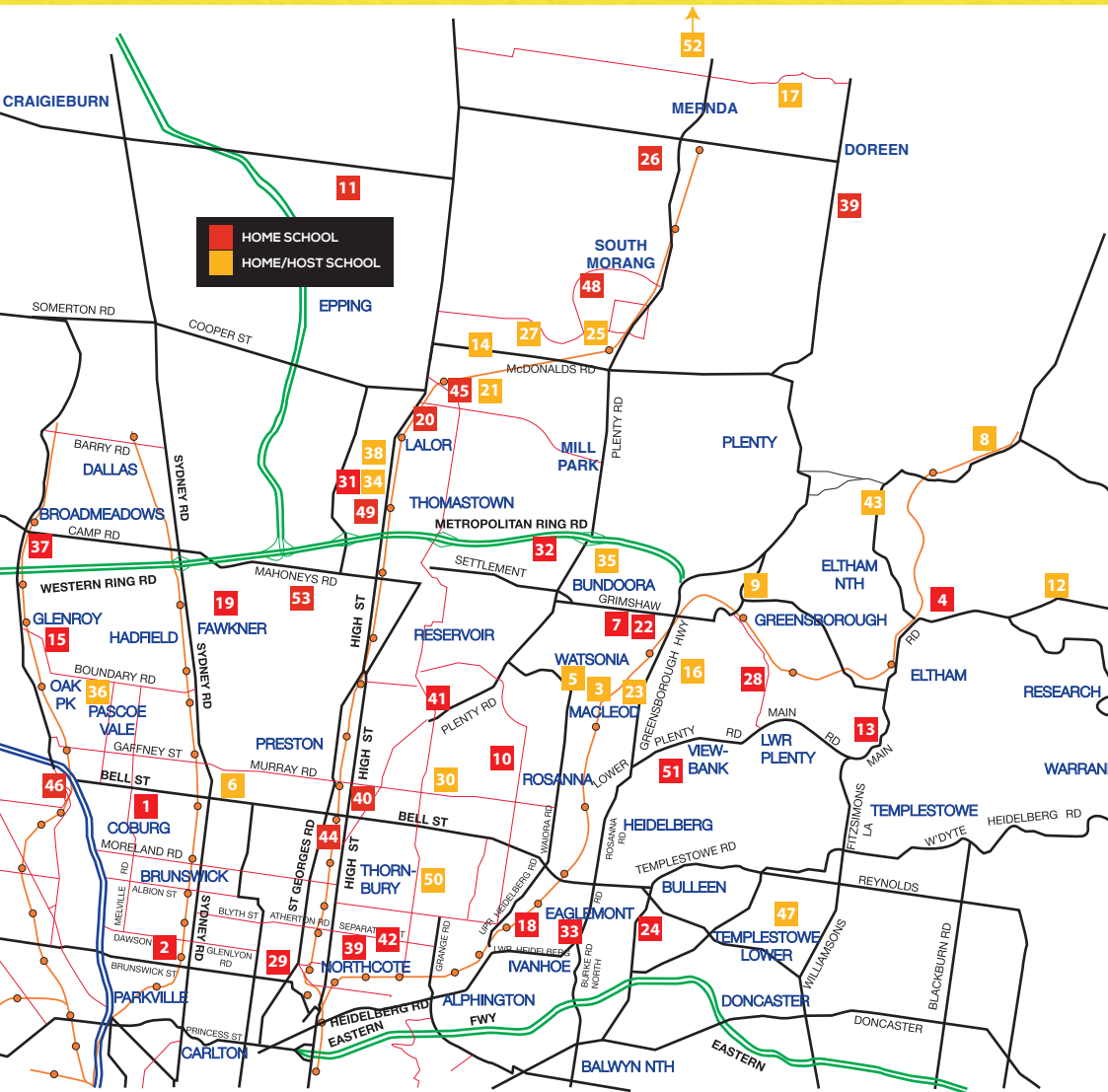
MEMBER SCHOOLS

01. Antonine College
02. Brunswick Secondary College
03. Bundoora Secondary College – **HH**
04. Catholic Ladies College
05. Charles La Trobe College – **HH**
06. Coburg High School – **HH**
07. Concord School
08. Diamond Valley College – **HH**
09. Diamond Valley Learning Centre – **HH**
10. East Preston Islamic College
11. Edgars Creek Secondary College
12. Eltham College – **HH**
13. Eltham High School
14. Epping Secondary College – **HH**
15. Glenroy College
16. Greensborough College – **HH**
17. Hazel Glen College – **HH**
18. Ivanhoe Girls' Grammar
19. John Fawkner College
20. Lalor Secondary College
21. Lalor North Secondary College – **HH**
22. Loyola College
23. Macleod Secondary College – **HH**
24. Marcellin College
25. Marymede Catholic College – **HH**
26. Mernda Central College
27. Mill Park Secondary College – **HH**

The NMVC has developed with support from local secondary schools and the Local Learning Employment Networks (LLENs) in the region, Banyule Nillumbik LLEN, Hume Whittlesea LLEN and Inner Northern LLEN. The NMVC also has support from the Northern Metropolitan Region, Department of Education and Training and the Catholic Education Office, Melbourne.

28. Montmorency Secondary College
29. Northcote High School
30. Northern College of the Arts & Technology (NCAT) – **HH**
31. Northern School for Autism
32. Northside Christian College
33. Our Lady of Mercy
34. Outer Northern Trade Training Centre (ONTTC) – **HH**
35. Parade College – **HH**
36. Pascoe Vale Girls College – **HH**
37. Penola Catholic College
38. Peter Lalor Vocational College – **HH**
39. Plenty Valley Christian College
40. Preston High School
41. Reservoir High School
42. Santa Maria College
43. St Helena Secondary College – **HH**
44. St Johns College
45. St Monica's College
46. Strathmore Secondary College
47. Templestowe College – **HH**
48. The Lakes South Morang College
49. Thomastown Secondary College
50. Thornbury High School – **HH**
51. Viewbank College
52. Whittlesea Secondary College – **HH**
53. William Ruthven Secondary College

HH = A Home/Host school



**FURTHER INFORMATION REGARDING
VET PROGRAMS CAN BE FOUND AT**

vcaa.vic.edu.au

**FURTHER INFORMATION ABOUT
THE NORTHERN MELBOURNE VET
CLUSTER, MEMBER SCHOOLS AND
AN ELECTRONIC VERSION OF THIS
HANDBOOK CAN BE FOUND AT**

nmvc.vic.edu.au

**THE 2022 NMVC VET HANDBOOK HAS BEEN
COMPILED FROM INFORMATION OBTAINED
FROM CLUSTER MEMBER SCHOOLS, AND
IS SUBJECT TO CHANGE WITHOUT NOTICE.
NMVC HAS USED ITS BEST ENDEAVOURS TO
ENSURE THAT THE INFORMATION IS CORRECT
AND CURRENT AT THE TIME OF PUBLICATION
BUT TAKES NO RESPONSIBILITY FOR ANY
ERROR, OMISSION OR DEFECT THEREIN.**

**2022 VET HANDBOOK
© NORTHERN MELBOURNE VET CLUSTER**

NMVC

LEARNING THAT WORKS

**NORTHERN
MELBOURNE
VET CLUSTER**

nmvc.vic.edu.au