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Bendigo TAFE is one of the largest and most trusted education and training providers in Victoria. With more than 80 years of educational excellence backed by industry connections, our graduates learn real skills and the confidence to succeed in life.

What are VET programs?
Vocational Education and Training (VET) studies combine general Victorian Certificate of Education (VCE) or Victorian Certificate of Applied Learning (VCAL) with vocational training and experience in the workplace. A VET program offers students the opportunity to complete a nationally recognised qualification while providing credit towards the VCE or VCAL, just like other subject areas.
The vocational qualification provides access to further training – generally at a TAFE – and could improve your chances of finding a job when you finish school.
Some programs can also be scored assessed and contribute to a student’s ATAR score.

How does VET contribute towards VCE?
All VCE VET programs and most VET programs are fully recognised within the Unit 1–4 structure of the VCE and contribute towards the satisfactory completion of your VCE. Most VET programs require two years to complete.
A number of VCE VET programs also have a study score attached which contributes towards your ATAR score. Students who study VCE VET programs and receive a Unit 3–4 sequence will be eligible for a 10 percent increment towards their ATAR (10 percent of the average of the primary four scaled studies) or a direct contribution through an external exam, just like other VCE subjects.

How does VET contribute towards VCAL?
Within the VCAL certificate, VET programs satisfy the Industry Specific Skills Strand requirements. If a student completes a full VET program (Unit 1–4) they should achieve four units of credit towards their VCAL certificate.

VCE VET programs with a study score
The study score can contribute directly to the ATAR as one of the student’s primary four scaled studies or as the fifth or sixth study. It is important to note that the 3-4 sequences of VET programs are not designed as standalone studies. In order to receive the VET qualification, students must complete the entire Unit 1-4 structure of a VET program.

Why choose Bendigo TAFE?
All students who complete VET in Schools programs with Bendigo TAFE have access to a guaranteed pathway at the Institute.

Bendigo TAFE’s VET programs:
• Provide students with the skills and ability to achieve competencies which will enhance their employment and further training prospects.
• Provide students with ‘work-ready’ knowledge and skills applicable to a variety of career paths in their chosen industry.
• May shorten the duration of an apprenticeship program after Year 12 through credit recognition and articulation arrangements.
• Bendigo TAFE trainers are industry experienced with an in-depth knowledge of their specialist areas. Our training facilities feature up-to-date commercial equipment to ensure every student can train in an industry standard environment.

Why choose VET in Schools?
• Increases learning potential.
• Provides nationally-recognised qualifications.
• Prepares students for the workforce.
• Students who successfully complete VCE or VCAL and a VET program may be eligible to receive two certificates.
• Creates a pathway to further study at TAFE.
• Gains credits into a higher level qualification within the same vocational area.
Course requirements

1. Absences: Students are required to notify their VET coordinator of nonattendance. Students must attend a minimum of 80 percent of a Bendigo TAFE VET program.

2. Punctuality: Students are expected to arrive on time to all classes. Students who arrive more than 10 minutes after the class has started will be marked as late and their secondary schools will be notified. In some practical areas due to OHS students may be refused entry if late.

3. Commitment forms: All students are required to complete a commitment form. This form is part of enrolment and outlines all student responsibilities including work requirements, behaviour and expectations. Commitment forms are to be completed on the first day of each course.

4. Program costs: All VET programs offered through Bendigo TAFE incur fees. Program costs vary for each program. Bendigo TAFE invoices the secondary college directly for all programs and any student fees payable are set by the individual secondary colleges.

5. Catch-up classes: Students may be required to attend catch-up classes after school or during school holidays.

6. Code of Conduct: Students are expected to behave in a professional and courteous manner at all times; discipline procedures do apply.

7. Withdrawal: Students who wish to withdraw from a VETIS program must contact their VET coordinator who will inform Bendigo TAFE. Schools will not be charged a fee if a student withdraws within four weeks of program commencement.

8. Communication: Bendigo TAFE communicates directly with schools regarding the progress of students. Parents should direct queries to their school’s VET coordinator who will contact Bendigo TAFE on their behalf.

How to apply for a VET in Schools program

Steps for students to apply for a VET Program

1. Select a program from this VET in Schools Course Guide.

2. Contact your VET coordinator at your school to discuss VCE and VCAL eligibility and confirm costs.

3. Ask your school to apply to Bendigo TAFE on your behalf.

4. Bendigo TAFE will notify schools of successful student applications. Your school will then notify you of times, campuses and equipment requirements.

Please note that students who fail to abide by these course requirements may be withdrawn from the Bendigo TAFE VET program and will be charged for the full cost of the program.
Bendigo TAFE is offering four programs for students from special schools who wish to explore their career options or try out potential VET programs. These programs are also a good option for VCAL students who do not wish to commit to a full VET in Schools certificate program and who would like to try a year long course. Each course offers students a partial completion with selected units delivered from the qualification.

The following courses are being offered:

- Certificate II in Animal Studies (ACM20110) (Richmond campus)
- Certificate II in Engineering (22209VIC) (Richmond campus)
- Certificate II in Automotive Vocational Preparation – Mechanical (AUR20716) (Docklands campus)
- Certificate II in Automotive Vocational Preparation – Paint and Panel (AUR20716) (Docklands campus)

When will it run?
The program starts week beginning 2 March and concludes last week of October on a Thursday from 9.30am to 12.30pm.

What credit can VCAL students get for their VET?
Each program is approximately 50 nominal hours in duration. Please see details for individual programs as they do vary. This is more than half of the time required for the 90 hour industry skills strand unit.

For more information please contact the VET coordinator at your school.
Echuca campus
Corner of Hare and Darling Streets
Echuca campus is a modern facility in Hare Street and is the hub of community based industry partnerships and activities, aimed at providing a skilled workforce for the local community.

Bendigo City campus
23 Mundy Street
The campus includes modern training facilities in a mixture of original buildings dating back to 1856 and purpose-built buildings in the 1980s and 1990s, such as restaurant 18eightyseven, a fully resourced library and a business and technology centre.

Bendigo Charleston Road campus
Charleston Road
The campus boasts its own student amenities area, student association, library service and canteen. Vast parking makes this campus accessible to anyone driving, as well as being only a 10 minute walk from Bendigo Rail Station for people travelling from regional areas.
CAMPUS LOCATIONS

METROPOLITAN CAMPUSES

Broadmeadows campus
Pearcedale Parade
The Broadmeadows campus is our largest campus and features specialised training facilities including the Indigenous Education Centre, as well as our NEXT STEP office for 15-24 year olds to seek advice on pathway planning and career options.

Richmond campus
85 Cremorne Street
Home to the Centre for Fashion and Creative Industries as well as new VCE and VCAL programs, the Richmond campus’ central location means excellent access to established public transport networks.

Docklands campus
1 Batmans Hill Drive
Our Automotive Centre of Excellence (ACE) at Docklands is the largest and most modern automotive training facility in the southern hemisphere.

Moonee Ponds campus
Level 1/21-31 Hall Street
Set above Moonee Ponds Central, this purpose-built health campus provides a industry-recognised training facility for health, nursing, and disability studies.

Essendon campus
38 Buckley Street
The Essendon campus is approximately a 10 minute walk from the Essendon train station or two minutes from the tram and bus stops. It offers courses in health services assistance, OH&S and justice studies.
Certificate II in Agriculture
AHC20116

This VET program:
• Provides students with the knowledge and skills that will enhance their employment prospects in the agriculture industry.
• Provides students with knowledge and skills in harvesting, maintaining livestock feed and water supplies, mustering, moving and penning up livestock, and performing routine farm machinery maintenance.

Sample Modules (units 1 – 4)
• Participate in OHS processes
• Participate in environmentally sustainable work practices
• Assist with artificial insemination procedures
• Assist agricultural crop establishment
• Assist agricultural crop maintenance
• Inspect and clean machinery for plant, animal and soil material
• Maintain drainage systems

Future Pathways
Certificate III in Agriculture (AUR30412)
Certificate III in Conservation and Land Management (AHC31416)
Certificate III in Animal Studies (ACM30110)

Future Career Opportunities
Assistant Animal Attendant/Stockperson
Assistant Farm or Station Hand
Assistant Farm or Station Worker
Assistant Farm or Station Labourer

CONTACT US TO GET STARTED

Certificate III in Allied Health Assistance
HLT33015

This VET program:
• Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in allied health or related industries.
• Is ideal for individuals who would like to work with physiotherapists, speech therapists, podiatrists and occupational therapists. Allied health assistant roles are becoming more involved in assessment and planning of therapeutic and rehabilitation programs.

Future Pathways
Certificate IV Allied Health Assistance (HLT43015)
Diploma of Nursing (HLT51612)
Advanced Diploma of Nursing (HLT64115)

Future Career Opportunities
Allied Health Assistant
Occupational Therapy
Physiotherapy
Speech Pathology and Podiatry
Health Promotion Officer

NB: At the end of the two years students will be awarded a partial completion of the qualification.

CONTACT US TO GET STARTED

Certificate III in Allied Health Assistance
HLT33015

This VET program:
• Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in allied health or related industries.
• Is ideal for individuals who would like to work with physiotherapists, speech therapists, podiatrists and occupational therapists. Allied health assistant roles are becoming more involved in assessment and planning of therapeutic and rehabilitation programs.

Future Pathways
Certificate IV Allied Health Assistance (HLT43015)
Diploma of Nursing (HLT51612)
Advanced Diploma of Nursing (HLT64115)

Future Career Opportunities
Allied Health Assistant
Occupational Therapy
Physiotherapy
Speech Pathology and Podiatry
Health Promotion Officer

NB: At the end of the two years students will be awarded a partial completion of the qualification.

CONTACT US TO GET STARTED
Certificate II in Animal Studies
ACM20110

This VET Program:
- Is highly recommended for those who take a keen interest in the welfare and wellbeing of animals.
- Provides participants with an introduction to the animal care and management industry.

Sample Modules (units 1 – 4)
- Complete animal care hygiene routines
- Work in the animal care industry
- Feed and water animals
- Participate in environmentally sustainable work practices
- Carry out veterinary nursing reception duties
- Provide information on companion animals, products and services
- Assist in the health care of animals
- Provide basic first aid for animals
- Provide basic care of dogs
- Provide basic care of rodents and rabbits
- Provide companion animal hydro-bathing services

Future Pathways
Certificate III in Animal Studies (ACM30110)

Future Career Opportunities
Animal Care Attendant
Animal Shelter Attendant
Kennel Hand
Cattery Attendant
Assistant Dog Groomer

Certificate II in Applied Fashion Design and Technology
MST20616

This VET Program:
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the fashion or fashion-related industries.
- Gives students an introductory overview of fashion design. Selected units from the certificate III qualification give a greater focus on sewing in an industry relevant workplace.

Sample Modules (units 1 – 4)
- Use a sewing machine
- Identify fibres and fabrics
- Identify design processes for fashion designs
- Design and produce simple garment
- Apply quality standards
- Follow defined OHS policies and procedures

Future Pathways
Certificate IV in Applied Fashion Design and Technology (LMT41007)
Diploma of Applied Fashion Design and Technology (LMT50307)
Advanced Diploma of Applied Fashion Design and Technology (LMT60307)
Diploma of Fashion and Textiles Merchandising (LMT50607)
Diploma of Visual Merchandising (SIR50212)

Future Career Opportunities
Fashion Designer
Patternmaker
Textile Merchandiser
Style Forecaster
Fashion Buyer

ANDY
One of Melbourne’s youngest up-and-coming fashion designers, Andy has completed the Certificate II in Applied Fashion Design and Technology as part of the VET in Schools program.

“The institute has helped my brand, and me as a designer, grow a lot with the help of financial and creative support that I can utilise and to grow my skills. Since my time at the institute is considered as another subject of mine, I can balance my homework and not go insane with the stress as I can relive it in designing.”
Certificate II in Automotive Vocational Preparation AUR20716 (Pre-Vocational)

This VET program:
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the automotive or automotive-related industries.
- Provides general knowledge and practical workshop skills in motor mechanics, auto electrical, parts interpreting, light engines and engine reconditioning.

Sample Modules (units 1 – 4)
- Carry out industry research
- Apply safe work practices
- Operate electrical test equipment
- Recharge batteries
- Use and maintain workplace tools and equipment
- Remove and replace tyres and wheels
- Remove and replace cylinder head
- Dismantle and assemble carburettor
- Dismantle and assemble 4-stroke multicylinder engine
- Dismantle and assemble fuel pump
- Remove and replace radiator
- Remove and replace clutch assembly
- Remove and replace suspension, front springs
- Participate in basic servicing
- Use and maintain measuring equipment

Future Pathways
Certificate III in Automotive Electrical Technology (AUR30312)
Certificate III in Automotive Mechanical Technology (Light Vehicle) (AUR30612)
Certificate III in Automotive Mechanical Technology (Motor Cycle) (AUR30812)
Certificate III in Automotive (Vehicle Body – Panel Beating) (AUR32112)

Future Career Opportunities
Light Vehicle Motor Mechanic
Vehicle Serviceperson
Spare Parts Manager
Automotive Engineer

Contact us to get started

JUSTIN
The Automotive Centre of Excellence is an awesome place to learn about the auto industry. It’s right in the city and has the equipment that I would be using in real mechanic workshops. I’ve just finished the Certificate II in Automotive Technology Studies which is also a paint and panel pre-apprenticeship, so I’m hoping to start my full apprenticeship next year.

When doing your pre-apprenticeship at Bendigo TAFE we will connect you to employment opportunities and apprenticeships in the automotive field. All students doing automotive VETiS are expected to engage in a practical placement and this can be up to 10 days per year.
Certificate II in Automotive Vocational Preparation [AUR20716]
(Paint and Panel Pre-Vocational)

This VET program:
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the automotive or automotive-related industries.

Sample Modules (units 1 – 4)
- Carry out industry research
- Apply safe work practices
- Set up and use welding equipment
- Carry out basic panel repair
- Apply sealants
- Maintain and test a spray gun
- Remove and realign body panels
- Prepare surface and prime a repaired body panel
- Use and maintain workplace tools and equipment
- Prepare surface and apply masking materials
- Set up body alignment equipment
- Clean a vehicle
- Cut and polish a painted body panel

Future Pathways
Certificate III in Automotive Vehicle Body (AUR32112)
Certificate III in Automotive (Vehicle Body - Panel Beating) (AUR31699)
Certificate III in Bus, Truck and Trailer (AUM30213)
Diploma of Automotive Technology (AUR50212)

Future Career Opportunities
Panel Beater
Vehicle Painter
Vehicle Trimmer
Windscreen Fitter
Vehicle Dismantler
Spray Painter

CONTACT US TO GET STARTED

AUTOMOTIVE
Future Pathways
Certificate III in Carpentry (CPC30211),
Certificate IV in Building and Construction (CPC40110)
Diploma of Building and Construction (CPC50210)

Future Career Opportunities
Carpenter
Joiner
Construction Worker
Building Site Administrator
Project Manager
Building Inspector

Certificate II in Building and Construction 22216VIC

This VET program:
• Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the building and construction or building and construction-related industries.
• Is ideal for students wanting to enter the building and construction industry as apprentice carpenters. Students will gain knowledge and practical skills to work safely in the building and construction industry.

Sample Modules (units 1 – 4)
• Workplace safety and industry induction
• Workplace procedures for environmental sustainability
• Basic first aid
• Building structures
• Calculations for the building industry
• Introduction to scaffolding
• Levelling
• Quality principles for the building industry
• Safe handling of plant and power tools
• Carpentry hand tools
• Workplace documents and plans
• Basic setting out
• Sub floor framing
• Wall framing
• Roof framing
• External cladding
• Installation of door and window frames
• Introduction to demolition
• Career studies
• Communications for the building industry
• Carpentry power tools
• Interior fixing
• Formwork for concrete

NB: On successful completion of this program students will have completed two thirds of the Certificate II in Building and Construction (Carpentry) Pre-Apprenticeship. Students will have the opportunity to complete the full certificate II after successfully completing the VET program.

ADRIAN
Adrian completed our VET in Schools program in carpentry and in the process represented the institute and Victoria at the WorldSkills competition.

“I’ve gained a lot more knowledge about the building industry and how my life could change through and what direction I can lead myself into.

I’m a bit hands-on so I find the building industry more interesting than others because I like creating things. I’ve built a few saw-horses, a gazebo, garden arbour (through the WorldSkills competition) and wall frames.

I have a job at the moment. I work in domestic building and I love it. I want to run my own business as soon as I finish my apprenticeship. I plan on having my own apprentice and to have people work for me and later on become a full builder.”
Certificate II in Business BSB20115

This VET program:
• Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects within the business administration industry.
• Provides the basic administrative and computer skills expected from office and administration workers.

Sample Modules (units 1 – 4)
• Organise and complete daily work activities
• Communicate in the workplace
• Work effectively with others
• Handle mail
• Create and use spread sheets
• Produce simple Word processed documents
• Organise personal work priorities and development
• Organise workplace information
• Work effectively in a business environment
• Participate in OHS processes
• Process and maintain workplace information

Future Pathways
Certificate III in Business (BSB30115)
Certificate IV in Business Administration (BSB31115)
Diploma in Business Administration (BSB50415)
Advanced Diploma of Management (Human Resources) (BSB60915)
Advanced Diploma of Leadership and Management (BSB61015)
Advanced Diploma of Justice (22200VIC)

Future Career Opportunities
Secretary
Administrative Assistant
Receptionist
Office Administrator
Information Officer
Customer Service Officer

CONTACT US TO GET STARTED

ETHAN

“Knowing that the business course is delivered at my secondary school makes it so much easier to combine my VCE with VET in Schools.

I like knowing that what I’m doing now is going to benefit my future, and the Certificate II in Business was a good first step towards what I hope will be a successful career.”
CONSERVATION LAND MANAGEMENT

Certificate II in Conservation Land Management AHC21016

This VET program:
• Introduces participants to, and prepares them for future work in either; indigenous land management, conservation earthworks, lands, parks and wildlife or natural area management.

Sample Modules (units 1 - 4)
• Plant trees and shrubs
• Undertake propagation activities
• Recognise plants
• Carry out natural area restoration works
• Respond to wildfire
• Participate in environmentally sustainable work practices

Future Pathways
Certificate III in Conservation and Land Management (AHC31416)

Future Career Opportunities
Conservation Worker
Gardener
Landscape Gardener

CONTACT US TO GET STARTED

ELECTRICAL

Certificate II in Electrotechnology Studies 22261VIC (Pre-Vocational)

This VET program:
• Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the electrical or electrical-related industries.
• Enables participants to identify and use a range of components, accessories, materials, tools, equipment and technologies in electrical work.

Sample Modules (units 1 – 4)
• Fabricate, assemble and dismantle utilities industry components
• Solve problems in ELV single path circuits
• Fix and secure electrotechnology equipment
• Identify and select components, accessories and materials for energy sector work activities
• Provide basic sustainable energy solutions for energy reduction in domestic premises
• Attach cords and plugs to electrical equipment for connection to a single phase 230 volt supply
• Carry out preparatory energy sector work activities

Future Pathways
Certificate III in Electrotechnology - Systems Electrician (UEE30811)

Future Career Opportunities
Electrician
Lift Electrician

CONTACT US TO GET STARTED
Certificate II in Engineering Studies 22209VIC

This VET program:
• Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the engineering or engineering-related industries.
• Equips participants with comprehensive skills and knowledge to work in steel and metal industries by introducing computer use in relation to engineering work, use of hand and power tools, engineering science, fabrication techniques and quality concepts.

Sample Modules (units 1 – 4)
• Develop an individual career plan for the engineering industry
• Apply principles of OHS in work environment
• Perform basic machining processes
• Apply basic fabrication techniques
• Use computers for engineering-related work activities
• Produce basic engineering sketches and drawings
• Apply basic computational principles in engineering work
• Use hand tools
• Use power tools / hand held operation
• Apply electrotechnology principles in an engineering work environment
• Use basic engineering concepts to plan the manufacture of engineering components
• Handle engineering materials
• Produce basic engineering components and products using fabrication and machining
• Form, bend and shape engineering materials

NB: This program can be scored assessed and contribute to a student’s ATAR score.

Future Pathways
Certificate III in Engineering – Mechanical Trade (MEM30205)
Certificate III in Engineering Fabrication Trade (MEM30305)
Advanced Diploma of Engineering Technology (MEM50212)

Future Career Opportunities
Engineering Tradesperson – Fabrication
Engineering Tradesperson – Mechanical Trade
Measurement Officer
Electrical Engineer
Fitter and Turner
Boiler Maker
Tool Maker

CONTACT US TO GET STARTED
Certificate II in Salon Assistant (Hair) SHB20216

Certificate III in Hairdressing SHB30416

This VET program:
• Provides students with the knowledge and skills to work in the hairdressing industry, providing students with genuine hands-on experience with clients in our salon on campus.
• Students will learn how to interact with customers professionally and follow workplace health and safety procedures.

Sample Modules (units 1 – 4)
• Provide shampoo and basin services
• Dry hair to shape
• Contribute to health and safety of self and others
• Conduct salon financial transactions
• Greet and prepare clients for salon services
• Communicate as part of a salon team
• Apply hair colour products
• Recommend products and services

Future Pathways
Certificate IV in Hairdressing (SHB40216)
Diploma of Salon Management (SHB50216)

Future Career Opportunities
Salon Assistant
Stylist
Hairdresser
Salon Manager

Certificate II in Salon Assistant (Hair) SHB20216

Future Pathways
Certificate IV in Hairdressing (SHB40216)
Diploma of Salon Management (SHB50216)

Future Career Opportunities
Salon Assistant
Stylist
Hairdresser

Certificate II in Retail Cosmetics SHB20116

Future Pathways
Certificate III in Beauty Services (SIB30110)
Certificate III in Hairdressing (SIH30111)
Certificate IV in Beauty Therapy (SHB40115)

Future Career Opportunities
Makeup Artist
Retail Product Sales
Retail Product Demonstration
Salon Assistant
Stylist
Hairdresser

Sample Modules (units 1 – 2)
• Advise on beauty products and services
• Design and apply makeup
• Conduct salon financial transactions
• Recommend products and services
• Sell to the retail customer
• Provide shampoo and basin services
• Dry hair to shape

Contact Us to get started
Certificate II in Horticulture
AHC20410

This VET program:
• Provides participants with the opportunity to gain the skills and knowledge required to achieve the competencies sought by employers in the horticulture, landscaping and gardening industries.
• Will give you the skills to lay paving, construct low profile retaining walls, install irrigation systems, operate machinery and equipment, install aggregate paths and recognize and care for a range of plants.
• Gives participants knowledge of OHS issues, communication skills, environmental work practices and awareness of the horticultural industry as a whole.

Sample Modules (units 1 – 4)
• Undertake propagation activities
• Participate in OHS processes
• Participate in environmentally sustainable work practices
• Support turf establishment
• Plant trees and shrubs
• Prune shrubs and small trees
• Pot up plants
• Tend nursery plants
• Treat weeds
• Assist with the operation of pressurised irrigation system
• Operate basic machinery and equipment
• Assist with landscape construction work
• Determine basic properties of soil and/or growing media
• Lay paving
• Install aggregate paths
• Construct low profile timber or modular retaining walls
• Use hand tools

Future Pathways
Certificate III in Parks and Gardens (AHC31010)
Certificate III in Landscape Construction (AHC30910)
Certificate III in Horticulture (AHC30710)

Future Career Opportunities
Horticultural Workers
Horticultural Assistant
Nursery Assistant
Horticultural Tradesperson
Parks and Gardens Landscaper
Nursery Person
Management and Design
Parks and Gardens Manager
Landscape Construction Manager
Landscape Designer
Nursery Manager

CONTACT US TO GET STARTED

LUKE
“My dad’s a landscape gardener and I’ve always been interested in following in his footsteps, but I wanted to get some sort of qualification before starting work with him. The Certificate II in Horticulture taught things like workplace communication, OHS and how to operate machinery. Now I can be part of the team and help my dad.”
Certificate II in Hospitality SIT20316
Certificate II in Kitchen Operations SIT20416

This VET program:
• Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the hospitality or hospitality-related industries.
• Includes streams in commercial cookery, catering and food and beverages.

Participants will choose one of these streams to study.

Sample Core units (units 1 – 4)
• Work effectively with others
• Source and use information about the hospitality industry
• Use hospitality skills effectively
• Interact with customers
• Use hygienic practices for food safety
• Participate in safe work practices

Sample Food and Beverage units
• Provide responsible service of alcohol
• Prepare and serve non-alcoholic beverages
• Prepare and serve espresso coffee
• Serve food and beverage

Sample Food and Beverage Units
• Prepare simple dishes
• Prepare sandwiches
• Package prepared foodstuffs
• Produce appetisers and salads

Future Pathways
Certificate III in Commercial Cookery (SIT30813)
Certificate IV in Hospitality (SIT40313)
Diploma of Hospitality Management (SIT50416)

Future Career Opportunities
Chef/Cook
Event Manager
Kitchen Hand
Hotel/Motel Manager
Room Attendant
Waiter
Bar Attendant
Hotel and Motel Front Office Attendant

Certification III in Retail Baking Assistance FDF20510

This VET program:
• Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the retail baking industry.

Sample Modules
• Implement the food safety program and procedures
• Participate in OHS processes
• Provide production assistance for bread products
• Provide assistance in cake, pastry and biscuit production
• Participate in environmentally sustainable work practices
• Clean equipment in place
• Finish products
• Produce meringue-based products
• Form and fill pastry products
• Prepare fillings

Future Pathways
Certificate III in Retail Baking – Bread (FDF30610)
Certificate III in Retail Baking – Cake & Pastry (FDF30510)
Certificate III Retail Baking – Combined (FDF30710)

Future Career Opportunities
Artisan Baker
Cake Decorator
Pastry Chef
Production Manager

CONTACT US TO GET STARTED
Certificate III in Information, Digital Media and Technology  
ICA30115

This VET program:

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the information technology or information technology-related industries.
- Provides general skills and knowledge of technical functions and workplace activities within the information and communications technology (ICT) field. This includes technical support, network administration, web technologies, software applications and digital media technologies.

Sample Modules (units 1 – 4)

- Participate effectively in OHS communication and consultative processes
- Implement and monitor environmentally sustainable work practices
- Operate application software packages
- Work and communicate effectively in an IT environment
- Install and optimise operating system software
- Run standard diagnostic tests
- Provide IT advice to clients
- Provide basic system administration
- Connect internal hardware components
- Administer Network Peripherals
- Care for computer hardware
- Produce digital images for the web

Future Pathways

Certificate IV in Information Technology (ICT40115)
Diploma of Digital Media Technologies (ICT50915)
Diploma of Information Technology Systems Administration (ICT50315)
Diploma of Software Development (ICT50715)

NB: This program can be scored assessed and contribute to a student’s ATAR score

Future Career Opportunities

Word Processing Operator
Data Processing Operator
Information Technology Support Technician
Information Technology Manager
Network Manager
Database Administrator
Computer Programmer

CONTACT US TO GET STARTED
Certificate IV in Justice 22199VIC

This VET program:
• Can prepare students for an exciting career in the field of justice.
• Can provide pathway opportunities to policing, corrections and customs.
• Can enhance and complement VCE legal studies.

Sample Modules (units 1 – 4)
• Apply foundation legal principles
• Work within the criminal justice system
• Apply writing and presentation skills within a justice environment
• Support the management of adult offenders within the Victorian correctional framework

Future Pathways
Diploma of Justice (22197VIC)
Advanced Diploma of Justice (22200VIC)

Future Career Opportunities
Police Officer
Customs Officer
Prison Officer
Corrections Worker
Youth Justice Worker

Other career opportunities also include work in the courts, the sheriff’s department and many more.

Certificate III in Laboratory Skills MSL30116

This VET program:
• Is an introduction to the skills you need to conduct laboratory work in such industry sectors as; construction, materials testing, environmental monitoring, food testing, pathology testing, and mineral assay.
• Is ideal for those who are aspiring to continue their studies in the fields of engineering or science, such as, but not limited to; research, biomedical science, chemical engineering.

Sample Modules (units 1 – 4)
• Planning and conducting laboratory work
• Safe laboratory practice
• Receiving and preparing samples
• Performing basic tests
• Quality controls and objectives
• Aseptic techniques
• Preparing solutions
• Microscopic examination
• Culture media

Future Pathways
Certificate IV in Laboratory Techniques (MSL40109)
Diploma of Laboratory Technology (MSL50116)

Future Career Options
Laboratory Assistant
Laboratory Technician
Scientist
Certificate III in Makeup
SHB30215

This VET program:
• Provides students with the knowledge and skills to work as a makeup artist to design and apply makeup for a range of purposes and occasions across the beauty, fashion, media and entertainment industries.

Sample Modules (units 1 – 4)
• Design and apply makeup
• Fashion and catwalk makeup
• Design and apply creative makeup
• Design and apply makeup for photography
• Apply airbrushed makeup
• Research and apply beauty industry information
• Provide lash and brow services

Future Pathways
Certificate III in Hairdressing (SIH30111)
Certificate III in Nail Technology (SHB30315)
Certificate III in Beauty Services (SIB30110)

Future Career Opportunities
Makeup Consultant
Makeup Artist
Beauty Advisor
Beauty Consultant
Hair Stylist

Certificate II in Retail Cosmetics
SHB20116

This VET program:
• Provides students with the knowledge and the skills to sell and demonstrate beauty or cosmetic products.

Sample Modules (units 1 – 2)
• Advise on beauty products and services
• Design and apply makeup
• Conduct salon financial transactions
• Recommend products and services
• Sell to the retail customer
• Communicate as part of a salon team
• Produce visual merchandise displays

Future Pathways
Certificate III in Beauty Services (SIB30110)
Certificate IV in Beauty Therapy (SHB40115)

Future Career Opportunities
Makeup Artist
Beauty Advisor
Beauty Consultant
Retail Product Sales
Retail Product Demonstration

Contact Us to Get Started
Certificate III in Screen and Media
CUA31015

This VET program:
• Provides participants with the knowledge and skills to enhance their employment prospects within the interactive digital media industry (multimedia, 3D modelling, video production).

Sample Modules (units 1 – 4)
• Develop and extend critical and creative thinking skills
• Work effectively in the screen and media industries
• Participate in OHS processes
• Produce and prepare photo images
• Prepare audio assets
• Produce drawings to represent and communicate the concept
• Create 2D digital animations
• Write content for a range of media
• Explore and apply the creative design process to 2D forms
• Author interactive sequences
• Prepare video assets
• Create visual design components

NB: This program can be scored assessed and contribute to a student’s ATAR score.

Future Pathways
Certificate IV in Interactive Digital Media (CUF40207)
Diploma of Interactive Digital Media (CUF50207)
Certificate IV in Printing and Graphic Arts (ICP40115)

Future Career Opportunities
Multimedia Developer
3D Modelling and Animation
Video Editing
Instructional Designer

JACINTA
“I’d definitely recommend a course in media to other students because I feel it’s given me a really good grounding in understanding what’s involved in a career in the web design industry.

Before I started the course I wasn’t 100 percent sure what I wanted to do when I left school, but now that I’ve finished and I can go on to a guaranteed pathway, I’m confident that I’ve chosen the right career for me.”

Future Pathways
Certificate II in Music Industry (Performance) CUA30915

This VET program:
• Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the music or music related industries.
• Enables participants to gain a recognised credential and to make informed choices in relation to vocation and career paths.

Sample Modules (units 1 – 4)
• Develop and update music industry knowledge
• Develop music knowledge and listening skills
• Follow health, safety and security procedures in the music industry
• Work with others

Future Pathways
Certificate III Music (CUS30109)
Certificate IV in Music (CUS40109)
Diploma of Music (CUSS0109)

Future Career Opportunities
Sound and Lighting Technician
Musician
Singer
Producer
Song Writer
Stage Producer
Music Teacher
Certificate II in Music Industry (Sound Production) CUA30915

This VET program:
• Provides students with the skills and knowledge required to work in the music industry in areas such as; mixing, editing and recording.
• Prepares students for employment in the music industry and informs them of the pathways which are available to them.

Sample Modules (units 1 – 2)
• Source and apply entertainment industry knowledge
• Implement copyright arrangements
• Assist with sound recordings
• Perform basic sound editing
• Select and manage microphones and other audio input sources
• Apply a general knowledge of audio to work activities
• Record and mix a basic music demo
• Provide sound reinforcement
• Setup and disable audio equipment

Future Pathways
Certificate IV in Sound Production (CUS40209)
Diploma of Sound Production (CUS60209)

Future Career Opportunities
Musician
Music Technician
Stage Producer
Sound and Lighting Technician
Stage Manager
Digital Audio Technician
Sound Engineer
Broadcaster

Certificate II in Plumbing 22304VIC

This VET program:
• Will prepare the participant for employment in the plumbing trade.
• Enhances employment prospects by providing the required skills and knowledge.
• Develops social and personal skills as they apply to the workplace.

Sample Modules (units 1 – 4)
• Work safely in the construction industry
• Apply OHS requirements, policies & procedures in the construction industry
• Carry out measurements & calculations
• Apply basic levelling procedures
• Produce technical drawings
• Provide basic emergency life support
• Perform basic oxy-acetylene welding and cutting
• Use basic plumbing hand tools
• Use basic power tools
• Apply basic sheet metal practices
• Write simple documents
• Read and interpret plans & specifications
• Work effectively and sustainably in the construction industry
• Carry out interactive workplace communication
• Use basic electric welding equipment and techniques
• Use plumbing pipes, fittings and fixtures to simulate plumbing installations
• Fabricate simple plumbing pipe systems
• Cut and penetrate building materials and structures
• Identify career pathways in the plumbing industry

Future Pathways
Certificate III in Plumbing (CPC32413)

Future Career Opportunities
Apprentice Plumber
Plumber
Business Owner

NB: Upon completion of the two years students will receive a partial completion of the certificate.

CONTACT US TO GET STARTED
Certificate II in Outdoor Recreation  
SIS20213

Campus school

Delivery options: Shared delivery only

This VET program:
• Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects within the outdoor recreation industry.
• Enables participants to gain a recognised credential and to make informed choices in relation to vocation and career paths.

Sample Modules (units 1 – 2)
• Organise and complete daily work activities
• Deal with client feedback
• Follow defined OHS policies and procedures
• Apply basic OHS policies and procedures
• Assist in conducting outdoor recreation sessions
• Implement minimal environmental impact practices
• Provide equipment for activities
• Develop knowledge of the sport and recreation industry
• Respond to emergency situations
• Provide first aid
• Apply sport and recreation law
• Undertake risk analysis of activities
• Analyse participation patterns in specific markets of the leisure and recreation industry
• Plan a session or program for participants
• Conduct a sport and recreation session for participants
• Facilitate a group
• Educate the public on the safe use of sport and recreational resource
• Deal with conflict
• Operate in accordance with accepted instructional practices, styles and legal and ethical responsibilities
• Plan outdoor recreation activities
• Guide outdoor recreation sessions
• Plan for minimal environmental impact
• Apply weather information

NB: This program provides a units 1 – 2 sequence only.

Certificate III in Sport Recreation  
SIS30115

This VET program:
• Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects within the community recreation industry.
• Enables participants to gain a recognised credential and to make informed choices in relation to vocation and career paths.

Sample Modules (units 1 – 4)
• Work effectively in sport and recreation
• Organise and complete daily work activities
• Deal with client feedback
• Provide equipment for activities
• Respond to emergency situations
• Provide first aid
• Perform the intermediate skills of Touch
• Provide healthy eating information to clients in accordance with recommended guidelines
• Undertake risk analysis of activities
• Analyse participation patterns
• Plan and conduct sport and recreation sessions
• Facilitate groups
• Provide public education on the use of resources
Future Pathways
Certificate IV in Fitness (SIS40215)
Certificate IV in Outdoor Recreation (SIS40313)
Diploma of Sport Coaching (SIS50512)

Future Career Opportunities
Recreation Officer/Coordinator
Gymnasium Instructor
Personal Trainer
Recreation Officer
Community Sports Manager
Leisure / Recreation Officer
Sports Massage
Sports Psychologist
Coach
Outdoor Education Instructor
Sports Person
Exercise Physiology

Certificate II and III in Tourism
SIT20112 and SIT30112

This VET program:
• Provides participants with knowledge and skills to enhance their employment prospects within the tourism industry.
• Provides the skills and knowledge in a range of well-developed tourism sales, operation and tour delivery skills. The focus of study can be any travel destinations, local or regional area, tourist precinct, site, attraction or on-board form of transportation.
• Will give students the opportunity to undertake studies in airflight bookings in their second year.

Sample Modules (units 1 – 4)
• Source and use information about the tourism and travel industry
• Provide service to customers
• Show social and cultural sensitivity
• Participate in safe work practices
• Operate an online information system
• Access and interpret product information
• Provide advice on Australian and overseas destinations
• Sell tourism products and services
• Provide arrival and departure assistance

Future Pathways
Certificate III in Events (SIT30516)
Certificate IV in Hospitality (SIT40313)

Future Career Opportunities
Tour Guide
Tour Manager
Tourist Advisor
Travel Agent
Event Manager
Tourism Information Officer
Museum Guide
Flight Attendant
Airline Passenger Officer
Steward
Resort Worker
Hotel Manager

CONTACT US TO GET STARTED

TOURISM
Certificate II in Visual Arts
CUV20111

This VET program:
• Provides participants with the opportunity to build skills and knowledge in Art and Design.
• Assists participants to begin to prepare a portfolio for further study.
• Has a focus on drawing, printing and painting and suited to students that have skills and passion for art.

Samples Modules (units 1 – 4)
• Participate in OHS processes
• Use basic drawing techniques
• Make simple creative work
• Source and use information relevant to own arts practice
• Follow a design process Develop digital imaging skills
• Develop drawing skills
• Develop painting skills
• Develop print making skills
• Evaluate the nature of design in a specific industry context

Future Pathways
Certificate III in Visual Arts (CUA31115)
Certificate IV in Visual Arts (CUV40111)
Diploma of Visual Arts (CUV50111)

Future Career Opportunities
Community Arts Workshop Trainee
Design Trainee
Junior Design Assistant

CONTACT US TO GET STARTED
CONTACT US

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