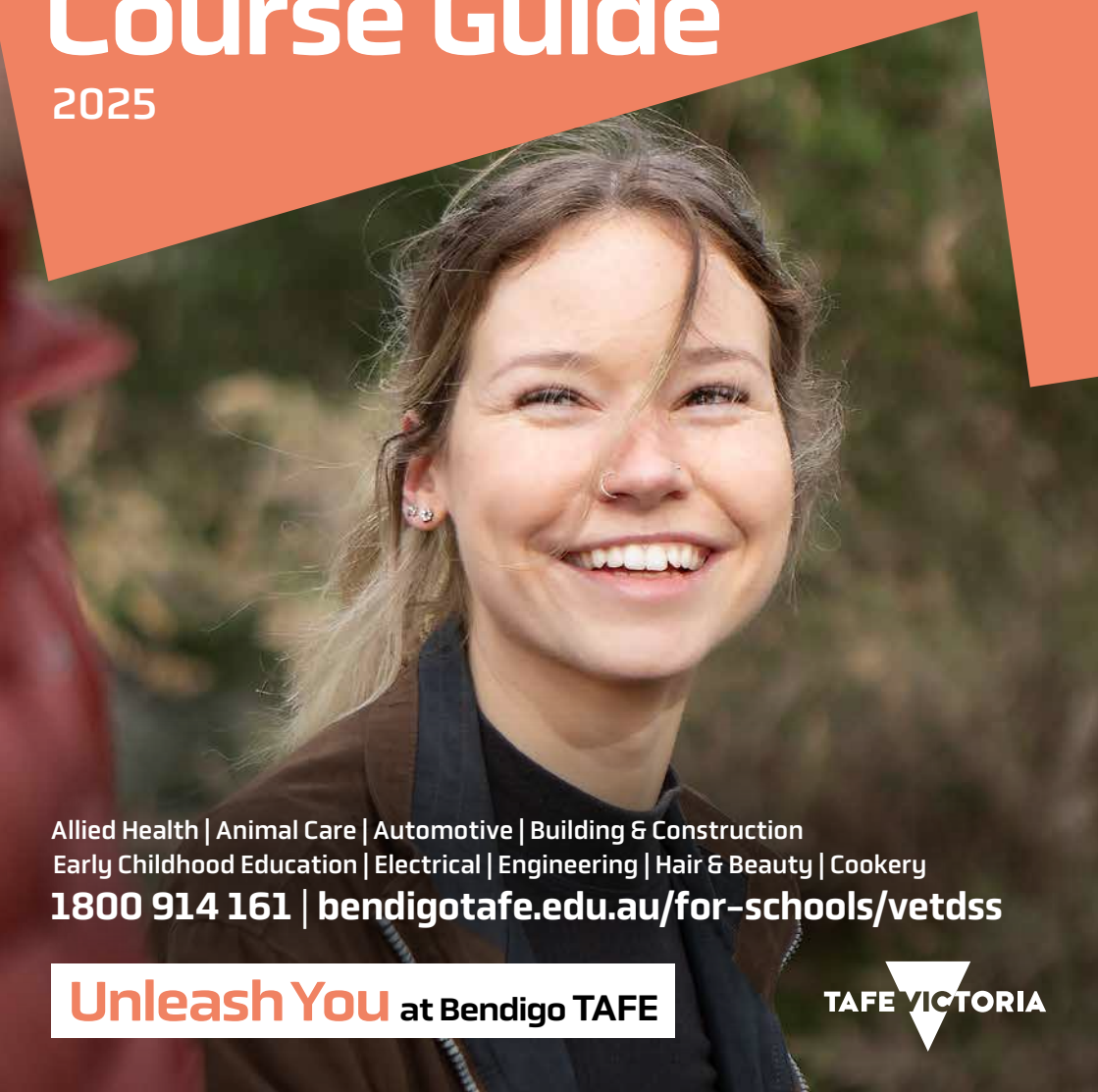


# VET Delivered to Secondary Students Course Guide

2025



Allied Health | Animal Care | Automotive | Building & Construction  
Early Childhood Education | Electrical | Engineering | Hair & Beauty | Cookery  
**1800 914 161 | [bendigotafe.edu.au/for-schools/vetdss](https://bendigotafe.edu.au/for-schools/vetdss)**

**Unleash You** at Bendigo TAFE

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## UNLEASH YOU AT BENDIGO TAFE

**Bendigo TAFE is one of the largest and most trusted education and training providers in Victoria. With more than 155 years of educational excellence backed by industry connections, our graduates learn real skills and gain the confidence to succeed in life.**

With an established network of industry partners and a strong reputation with employers across Victoria, our courses are developed to respond to their employment needs. We ensure our training is relevant and will provide you with the skills and knowledge you need to match the demands.

We focus on providing you with work-ready training including practical, hands-on experience, industry projects and work placements.



Bendigo TAFE acknowledges their campuses are located on the ancestral lands of the Djaara people of the Dja Dja Wurrung and the Yorta Yorta People. The institute respects traditional custodians, Elders and their cultural heritage.

# A LEADER IN VOCATIONAL TRAINING

## WHAT IS VET DELIVERED TO SECONDARY STUDENTS?

VET Delivered to Secondary Students (VETDSS) enables you to get real hands-on experience within a chosen industry, obtain a nationally recognised/accredited qualification and increase your career prospects by combining your secondary school studies with a Vocational Education and Training (VET) program.

## WHAT ARE THE BENEFITS?

- Provides the skills and ability to achieve competencies which will enhance your employment and further training prospects.
- Provides 'work-ready' knowledge and skills applicable to a variety of career paths in your chosen industry.
- May shorten the duration of an apprenticeship program after Year 12 through credit recognition and articulation arrangements.

## GUARANTEED PATHWAYS

Students who successfully complete an eligible VETDSS course through Bendigo TAFE will be guaranteed a place in a pathway course – giving you peace-of-mind when it comes to your study choice after secondary school.

## WHERE TO FIND OUT MORE ABOUT VET

To find out more information on how VET contributes to the VCE-VM, ATAR Contributions and Block Credits you can visit the VCAA website at: [vcaa.vic.edu.au](http://vcaa.vic.edu.au)

## STRUCTURED WORKPLACE LEARNING

Structured Workplace Learning (SWL) provides students with the opportunity to integrate on-the-job experience with secondary study as part of the Victorian Certificate of Education (VCE), the VCE Vocational Major or the Victorian Pathways Certificate. The VCAA mandates SWL for selected VETDSS programs. For more information on SWL, please visit: [vcaa.vic.edu.au/curriculum/vet/swl-vet/Pages/HowSWLWorks.aspx](http://vcaa.vic.edu.au/curriculum/vet/swl-vet/Pages/HowSWLWorks.aspx)



# THINGS YOU SHOULD KNOW

## PLACE ALLOCATION

For courses that run over two years, priority will be given to students in Year 11 for the first year. Year 12 students will not be accepted into the first year of a two year program.

Running of courses is dependent upon sufficient student numbers. Courses may be cancelled if minimum course numbers are not met.

## PROGRAM COSTS

All VETDSS programs offered through Bendigo TAFE incur fees. Program costs vary for each program and are confirmed with schools before enrolment. Bendigo TAFE invoices the secondary school directly for all programs and any student fees payable are set by the individual secondary schools. All costs are invoiced directly to schools after the census date determined by Bendigo TAFE. Bendigo TAFE will not directly invoice VETDSS participants or their parents.

## COURSE REQUIREMENTS

1. Absences: Students are required to notify their VET Coordinator of non-attendance. 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 school will be notified. In some practical areas due to OHS students may be refused entry if late.
3. Catch-up classes: Students may be required to attend catch-up classes after school or during school holidays.
4. Code of Conduct: Students are expected to behave in a professional and courteous manner at all times; discipline procedures do apply.
5. Withdrawal: Students who wish to withdraw from a VETDSS program must contact their VET coordinator who will inform Bendigo TAFE. Schools will not be charged a fee if the VETDSS Team are notified of the withdrawal before the census date.
6. 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.

*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.*

## DELIVERY OPTIONS

All VETDSS programs are delivered on site and require students to attend a Bendigo TAFE campus. Where programs may have some delivery on-line, schools and students will be notified of the timetable in advance.

# HOW TO APPLY

1. Select a program from this VETDSS Course Guide.
2. Contact the VET Coordinator at your school to discuss eligibility and confirm costs.
3. The VET Coordinator at your school will apply via the VETDSS Portal.
4. Bendigo TAFE will notify schools of successful student applications.
5. Your school will then notify you of times, campuses and equipment requirements.



## CONTACT US

Call: 1800 914 161

Email: [vetinschools@kangan.edu.au](mailto:vetinschools@kangan.edu.au)

Visit: [bendigotafe.edu.au/for-schools/vetdss](http://bendigotafe.edu.au/for-schools/vetdss)

# CAMPUS LOCATIONS



## **Bendigo - Charleston Road**

**62-104 Charleston Road**

Study areas: Trades, Automotive, Animals, Plants and Sciences.

Bendigo TAFE's Charleston Road campus is home to our trades facilities, including carpentry, plumbing, automotive and electrical. The Food and Fibre Centre of Excellence is home to purpose built agriculture, animal studies, horticulture and farming training centres.

Nestled amongst a natural bushland setting, the campus boasts its own student amenities area and cafe. Vast parking makes this campus accessible to anyone driving, as well as being only a 20 minute walk from the Bendigo Railway station for people travelling to and from metropolitan and regional areas.



## **Bendigo City**

**154 Hargreaves Street**

Study areas: Business, Hospitality, IT, Hair and Beauty, Health, Community, Foundations, Art and Design.

Bendigo TAFE's City campus has undergone a major revitalisation as a result of a \$60 million investment by the Victorian Government. With a mix of new and refurbished heritage buildings, our modern campus provides the latest equipment and audio visual, with formal and informal teaching and collaborative learning spaces throughout. Joining our state-of-the art Health and Community Centre of Excellence, is our new hairdressing and beauty salon, which is open to the public, equipped with the latest equipment to train on clients in real-world situations; as well as our new hospitality training building that includes industrial sized commercial kitchens, retail baking equipment and barista training areas.

We are located close to public transport, including regular train access to Melbourne.



## **Echuca**

**Corner Hare and Darling Streets**

Study areas: English Language, Indigenous and General Education, Community Services, Health, Trades, VCE Vocational Major and Victorian Pathways Certificate.

Bendigo TAFE's 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.



## **Castlemaine**

**65 Templeton Street**

Bendigo TAFE's Castlemaine campus contains modern learning facilities and services the Mount Alexander Shire and its surrounds.

Being one of Bendigo TAFE's smaller campuses, we can offer friendly and personal service to our diverse student population – whether young or mature age students or to our many industry clients.



# ALLIED HEALTH

## CERTIFICATE III IN ALLIED HEALTH ASSISTANCE

**Course code:** HLT33015

### LOCATION

Bendigo City

### 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 the assessment and planning of therapeutic and rehabilitation programs.

### WORK PLACEMENT

Students must complete a minimum of 40 hours of placement in each year of the program in accordance with the VCE VET Program guidelines.

### FUTURE PATHWAYS

- Certificate IV in Allied Health Assistance (HLT43015)
- Diploma of Nursing (HLT54121)

### FUTURE CAREER OPPORTUNITIES

- Allied Health Assistant



*Please note this program is considered a Partial Completion. A Statement of Results will be issued when the program has concluded.*

*Students wishing to receive an ATAR contribution for VCE VET Health must undertake scored assessment.*

*Scored assessment is based on the Units 3 and 4 sequence of Certificate III in Allied Health Assistance (HLT33015).*

*Only students who have successfully completed the first year of the program will be accepted into the second year of the program.*

*Units for this program will be provided prior to enrolment.*

**This course will only accept Year 10 and Year 11 students into the first year.**

# ANIMAL CARE

## CERTIFICATE II IN ANIMAL CARE

**Course code:** ACM20121

### LOCATION

Bendigo - Charleston Road

### THIS VET PROGRAM

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

### FUTURE PATHWAYS

- Certificate III in Animal Care Services (ACM30121)
- Certificate IV in Veterinary Nursing (ACM40418)
- Certificate IV in Animal Behaviour and Training (ACM40322)

### FUTURE CAREER OPPORTUNITIES

- Animal Care Attendant
- Animal Shelter Attendant
- Pet Shop Attendant
- Kennel Hand
- Cattery Attendant
- Assistant Dog Groomer



## COURSE STRUCTURE

YEAR 1	
Participate in workplace health and safety	ACMWH5201
Participate in environmentally sustainable work practices	ACMSUS201
Work in the animal care industry	ACMGEN201
Apply communication needs	BSBCMM211
Provide general care of domestic dogs	ACMSPE316
Source and provide information for animal care needs	ACMGEN205
YEAR 2	
Complete animal care hygiene routines	ACMGEN202
Feed and water animals	ACMGEN203
Provide general care of domestic cats	ACMSPE317
Assist in health care of animals	ACMGEN204
Bath, dry and brush domestic dogs	ACMGRM201
Deliver a service to customers	BSBOPS203

# AUTOMOTIVE

## CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (MECHANICAL STREAM)

**Course code:** AUR20720

### LOCATION

Bendigo - Charleston Road

### 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.

### FUTURE PATHWAYS

- Certificate III in Automotive Electrical Technology (AUR30320)
- Certificate III in Light Vehicle Mechanical Technology (AUR30620)
- Certificate III in Motorcycle Mechanical Technology (AUR30820)

### FUTURE CAREER OPPORTUNITIES

- Motor Mechanic
- Vehicle Serviceperson
- Spare Parts Manager
- Automotive Engineer

## COURSE STRUCTURE

YEAR 1	
Follow safe working practices in an automotive workshop	AURASA102
Use and maintain tools and equipment in an automotive workplace	AURTTK102
Communicate effectively in an automotive workplace	AURAF103
Identify automotive electrical systems and components	AURETR103
Identify automotive mechanical systems and components	AURLTA101
Carry out basic vehicle servicing operations	AURTTA127
Remove and replace front suspension springs	AURTTD006
Remove and replace wheel and tyre assemblies	AURTTJ003
YEAR 2	
Resolve routine problems in an automotive workplace	AURAF104
Follow environmental and sustainability best practice in an automotive workplace	AURAEA002
Operate electrical test equipment	AURETK003
Dismantle and assemble multi-cylinder four-stroke petrol engines	AURTT008
Dismantle and assemble conventional manual transmissions	AURTTX012
Use and maintain basic mechanical measuring devices	AURTTA003

### WORK PLACEMENT

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 VETDSS are expected to engage in a practical placement and this can be up to 10 days per year.





# BUILDING & CONSTRUCTION

## CERTIFICATE II IN BUILDING AND CONSTRUCTION (CARPENTRY)

**Course code: 22614VIC**

### LOCATION

Bendigo - Charleston Road, Echuca

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the building and construction industry.
- 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.

### FUTURE PATHWAYS

- Certificate III in Carpentry (CPC30220)
- Certificate IV in Building and Construction (CPC40120)
- Diploma of Building and Construction (CPC50220)

### FUTURE CAREER OPPORTUNITIES

- Carpenter
- Joiner
- Construction Worker
- Building Site Administrator
- Project Manager
- Building Inspector



### COURSE STRUCTURE

YEAR 1	
Prepare to work safely in the construction industry	CPCWHS1001
Apply WHS requirements, policies and procedures in the constructions industry	CPCCWHS2001
Interpret and apply basic plans and drawings	VU23313
Carry out measurements and calculations	CPCCOM1015
Identify and handle carpentry tools and equipment	VU23320
Provide basic emergency life support	HLTAID010
YEAR 2	
Prepare for work in the building and construction industry	VU23312
Apply basic levelling procedures	CPCCCM2006
Dismantle basic timber structures	VU23328
Construct basic wall frames	VU23323
Construct a basic roof frame	VU23324
Install basic window and door frames	VU23326
Install basic external cladding	VU23325

*Please note this program is considered a Partial Completion. A Statement of Results will be issued when the program has concluded.*

# EARLY CHILDHOOD EDUCATION

## CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

**Course code: CHC30121**

### LOCATION

Bendigo City, Echuca

### THIS VET PROGRAM

- Will teach participants a range of practical early childhood skills.
- Participants will learn to facilitate children's play and leisure to help them to achieve developmentally.

### WORK PLACEMENT

Students will be required to complete mandatory 80 hours of Structured Workplace Learning (SWL) over 2 years (40 hours per year). Bendigo TAFE will endeavour to provide students/schools with contacts in industry to secure these hours. The school and student is responsible for arranging the SWL with the employer. The teaching portfolio will provide block dates for when SWL hours are to occur.

### FUTURE PATHWAY

- Certificate III in Early Childhood Education and Care (CHC30121)

### FUTURE CAREER OPPORTUNITIES

- Centre-based day care services
- Kindergartens and out-of-school hours services

### COURSE STRUCTURE

YEAR 1	
Work effectively in children's education and care	CHCECE056
Work with diverse people	CHCDIV001
Support children to connect with the natural environment	CHCECE037
Follow basic food safety practices	HLTFSE001
YEAR 2	
Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	CHCECE054
Participate in workplace health and safety	HLTWHS001
Observe children to inform practice	CHCECE038
Use an approved learning framework to guide practice	CHCECE034

*Students who wish to study this program must be 15 years of age or older and be in Year 11 or 12.*

*Only students who have successfully completed the first year of the program will be accepted into the 2nd year of the program.*

*Please note this program is considered a Partial Completion. A Statement of Results will be issued when the program has concluded.*



# ELECTRICAL

## CERTIFICATE II IN ELECTROTECHNOLOGY

**Course code: 22499VIC**

### LOCATION

Bendigo - Charleston Road

### 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.

### FUTURE PATHWAYS

- Certificate III in Electrotechnology - Electrician (UEE30820)

### FUTURE CAREER OPPORTUNITIES

- Electrician
- Electrical Trade Worker



### COURSE STRUCTURE

YEAR 1	
Use of routine equipment/plant/technologies in an energy sector	UEENEEE141A
Prepare to work safely in the construction industry	CPCCWHS1001
Apply occupational health and safety regulations, codes and practices in the workplace	UEENEEE101A
Attach cords and plugs to electrical equipment for connection to a single phase 230 volt supply	UEENEEP024A
Use test instruments in the electrotechnology industry	VU22671
Solve problems in ELV single path circuits	UEENEEE103A
Perform intermediate engineering computations	VU22333
YEAR 2	
Fabricate, assemble and dismantle utilities industry components	UEENEEE102A
Fix and secure electrotechnology equipment	UEENEEE105A
Carry out basic network cabling for extra low voltage	VU22673
Carry out basic electrotechnology project	VU22672
Install a sustainable extra low voltage energy power system	VU21544

Please note this program is considered a Partial Completion. A Statement of Results will be issued when the program has concluded.

# ENGINEERING

## CERTIFICATE II IN ENGINEERING STUDIES

**Course code: 22632VIC**

### LOCATION

Bendigo - Charleston Road, Echuca

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the engineering industry.
- 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.

### FUTURE PATHWAYS

- Certificate III in Engineering – Mechanical Trade (MEM30219)
- Certificate III in Engineering - Fabrication Trade (Heavy) (MEM30319)
- Certificate IV in Engineering (MEM40119)
- Certificate IV in Engineering Drafting (MEM40412)
- Diploma of Engineering - Technical (MEM50212)

### FUTURE CAREER OPPORTUNITIES

- Fitting and Turning Tradesperson
- Heavy Fabrication (Boilermaker) Tradesperson
- Light Fabrication (Sheetmetal) Tradesperson
- Welder
- Tool Maker

### COURSE STRUCTURE

YEAR 1	
Apply occupational health and safety principles in an engineering environment	VU23481
Safely use hand tools and hand held power tools for general engineering applications	VU23475
Report on the sectors and employment in the manufacturing, engineering, and related industries	VU23476
Interpret and prepare basic two and three dimensional engineering drawings	VU23477
Perform basic machining processes	VU23478
Apply basic fabrication techniques	VU23479
YEAR 2	
Undertake a basic engineering project	MEMPE006
Perform Intermediate engineering computations	VU23480
Perform basic welding and thermal cutting processes	VU23485

Students wishing to receive an ATAR contribution for VCE VET Engineering must undertake scored assessment.

Scored assessment is based on the Units 3 and 4 sequence of Certificate II in Engineering Studies (22632VIC).



# HAIR & BEAUTY

## CERTIFICATE II IN RETAIL COSMETICS

Course code: SHB20121

### LOCATION

Echuca

### THIS VET PROGRAM

- Provides participants with the knowledge and the skills to sell and demonstrate beauty or cosmetic products.

### FUTURE PATHWAYS

- Certificate III in Beauty Services (SHB30121)
- Diploma in Beauty Therapy (SHB50121)

### FUTURE CAREER OPPORTUNITIES

- Make-up Artist
- Beauty Advisor
- Beauty Consultant
- Retail Product Sales
- Product Demonstration

### COURSE STRUCTURE

YEAR 1*	
Demonstrate retail skin care products	SHBBCCS004
Advise on beauty products and services	SHBBCCS005
Design and apply make-up	SHBBMUP009
Produce visual merchandise displays	SIRRMER001
Research and apply beauty industry information	SHBBRES003
Apply safe hygiene, health and work practices	SHBXWHS003

*\*This program is delivered over one year  
Please note this program is considered a Partial Completion. A Statement of Results will be issued when the program has concluded.*



## CERTIFICATE II IN SALON ASSISTANT (HAIR)

Course code: SHB20216

### LOCATION

Bendigo City, Echuca

### THIS VET PROGRAM

- Provides participants 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.

### FUTURE PATHWAYS

- Certificate III in Hairdressing (SHB30416)
- Certificate III in Barbering (SHB30516)

### FUTURE CAREER OPPORTUNITIES

- Salon Assistant
- Stylist
- Hairdresser
- Barber

### COURSE STRUCTURE

YEAR 1*	
Contribute to health and safety of self and others	BSBWHS201
Provide shampoo and basin services	SHBHBAS001
Dry hair to shape	SHBHDES001
Maintain and organise tools, equipment and work areas	SHBHIND001
Greet and prepare clients for salon services	SHBXCCS003
Recommend products and services	SHBXCCS004
Research and use hairdressing industry information	SHBHIND002
Provide head, neck and shoulder massages for relaxation	SHBHBAS002
Braid hair	SHBHDES002

*\*This program is delivered over one year.  
Please note students may be enrolled into any of the above units of competency during the Certificate II in Salon Assistant (SHB20216) program.  
Please note this program is considered a Partial Completion. A Statement of Results will be issued when the program has concluded.*



# COOKERY

## CERTIFICATE II IN COOKERY

Course code: SIT20421

### LOCATION

Bendigo City, Echuca

### THIS VET PROGRAM

- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the cookery or catering industries, or moving forward into an apprenticeship.

### FUTURE PATHWAYS

- Certificate III in Commercial Cookery (SIT30816)

### FUTURE CAREER OPPORTUNITIES

- Chef / Cook
- Café Attendant
- Catering Assistant
- Food and Beverage Attendant
- Hotel / Motel Assistant
- Casual Event Staff
- Canteen Operator
- Food Truck Entrepreneur

## COURSE STRUCTURE

YEAR 1	
Receive store and maintain stock	SITXINV006
Use hygienic practices for food safety	SITXFSA005
Prepare dishes using basic methods of cookery	SITHCCC027
Use food preparation equipment	SITHCCC023
Clean kitchen premises and equipment	SITHKOP009
Participate in safe work practices	SITXWHS005
Prepare and present simple dishes	SITHCCC024
Produce cakes	SITHPAT011
Package prepared foodstuffs	SITHCCC026
YEAR 2	
Prepare appetisers and salads	SITHCCC028
Prepare stocks, sauces and soups	SITHCCC029
Prepare vegetable, fruit, eggs and farinaceous dishes	SITHCCC030
Work effectively in a commercial kitchen	SITHCCC034

*This program does not offer scored assessment. Students enrolling into Year 2 of this program will be considered unscored.*

*Please note this program is considered a Partial Completion. A Statement of Results will be issued when the program has concluded.*





## Campuses

### **Bendigo City campus**

154 Hargreaves Street

### **Bendigo – Charleston Road campus**

62-104 Charleston Road

### **Echuca campus**

Corner of Hare and Darling Streets

### **Castlemaine campus**

65 Templeton Street

## Need more info?

We have services providing you the support that you need

### **Student Support**

[bendigotafe.edu.au/student-support](https://bendigotafe.edu.au/student-support)

### **Skills & Jobs Centre**

[bendigotafe.edu.au/skills-and-jobs](https://bendigotafe.edu.au/skills-and-jobs)

### **Employment Centre**

[bendigotafe.edu.au/employment-centre](https://bendigotafe.edu.au/employment-centre)

The information in this publication is correct at the time of release (June 2024).

Every effort has been made to ensure details are correct and accurate, however Bendigo TAFE reserves the right to change information with respect to course costs, course offerings, timing and selection criteria without notice. Conduct of courses and service offerings are dependent on student numbers and sufficient funding and resource availability.

Some or all of this training is delivered with Victorian and Commonwealth Government funding.

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**1800 914 161 | [bendigotafe.edu.au/for-schools/vetdss](https://bendigotafe.edu.au/for-schools/vetdss)**

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