

# 2025

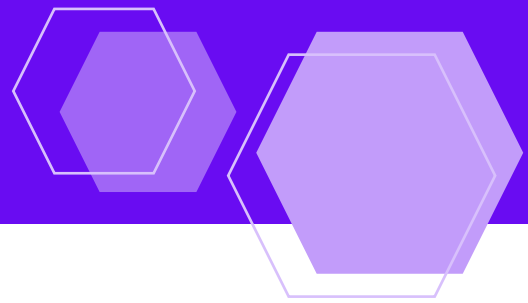
## STUDENT HANDBOOK

WYNDHAM VETDSS CLUSTER  
VET DELIVERED TO SECONDARY STUDENTS (VETDSS)



**Version Date:**

**12 December 2024**



Wyndham VETDSS Cluster arrangement is founded on a spirit of co-operation between schools and with the purpose of providing a wider breadth of learning opportunities for students.

#### **Participating Member Schools:**

- |                                       |                                     |
|---------------------------------------|-------------------------------------|
| 1. Al-Taqwa College                   | 9. MacKillop College Werribee       |
| 2. Bemim Secondary College            | 10. Mount St. Joseph Girls' College |
| 3. Good News Lutheran College         | 11. Tarneit Secondary College       |
| 4. Heathdale Christian College        | 12. The Grange P-12 College         |
| 5. Hoppers Crossing Secondary College | 13. Thomas Carr College             |
| 6. Jennings Street School             | 14. Warringa Park School            |
| 7. Julia Gillard Community College    | 15. Werribee Secondary College      |
| 8. Manor Lakes P-12 College           | 16. Wyndham Central College         |

**PLEASE REFER ALL YOUR QUESTIONS IN THE FIRST INSTANCE TO YOUR HOME SCHOOL VET COORDINATOR.**

#### **For more information please contact:**

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Wyndham and Hobsons Bay VETDSS Cluster  
Mob: [0417 543 797](tel:0417543797)  
Email: [karen@wynbayllen.org.au](mailto:karen@wynbayllen.org.au)

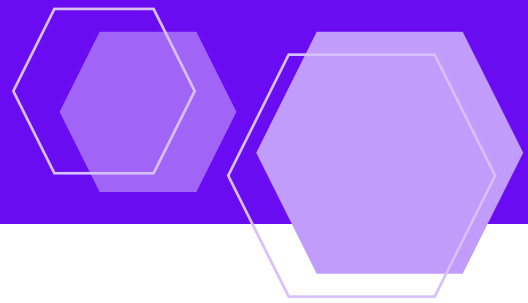
#### **Privacy notice**

When a student applies for a VET course, the student's school (Home School) will assist the relevant external provider (which includes a Delivery School and/or Registered Training Organisation (RTO)) with collecting student information for the purposes of assessing the application and placement of the students in VETDSS course. The Home School's career advisor or VET coordinator will also work together with students to upload their application information into a secure online portal managed by the WynBay Local Learning Education Network, which is funded by the Victorian government.

When a student is accepted into a VET course, the Home School may assist the relevant external provider with collecting necessary student personal and health information needed for enrolment with the external provider, supporting students' educational, social and wellbeing needs, medical emergencies and other purposes stated in the Schools' Privacy Policy.

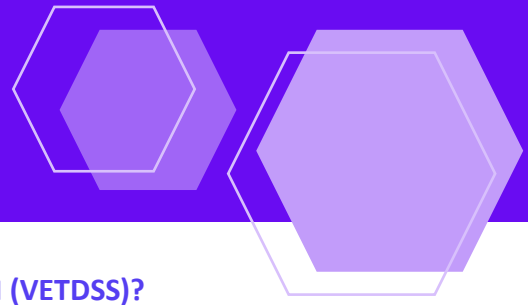
Once the student is accepted into the course, in order to ensure the safety and wellbeing of students and others, the school may also share necessary student information such as emergency contacts, health plans, foreseeable risks, or reasonable adjustments that it holds with the chosen VET course external provider (which includes the RTO and Delivery School) and where permitted by law.

If you have questions or wish to request access to the information, please contact your Home School's VET Coordinator. For more information about how government schools handle student and parent information, please see: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>



# TABLE OF CONTENTS

WHAT IS VET DELIVERED TO SECONDARY STUDENTS PROGRAM (VETDSS)? .....	4
GENERAL VETDSS PROGRAM INFORMATION .....	7
WHAT IS A STRUCTURED WORKPLACE LEARNING (SWL)?.....	8
SCHOOL TO WORK STATEWIDE PORTAL.....	10
CERTIFICATE II IN AGRICULTURE .....	12
CERTIFICATE III IN ALLIED HEALTH ASSISTANCE (PARTIAL COMPLETION) .....	14
CERTIFICATE II IN ANIMAL CARE .....	16
CERTIFICATE II IN APPAREL, FASHION AND TEXTILES .....	18
CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (MECHANICS) .....	20
CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (MECHANICS) “SUPPORTED PROGRAM” .....	22
CERTIFICATE I IN BAKING “SUPPORTED PROGRAM” – 1 YEAR COURSE ONLY.....	24
CERTIFICATE III IN BEAUTY SERVICES (YEAR 1) & CERTIFICATE III IN MAKE-UP (PARTIAL COMPLETION) (YEAR 2) .....	26
CERTIFICATE II IN BUILDING & CONSTRUCTION PRE-APPRENTICESHIP (BRICKLAYING) .....	28
CERTIFICATE II IN BUILDING & CONSTRUCTION PRE-APPRENTICESHIP (CARPENTRY) (PARTIAL COMPLETION).....	30
CERTIFICATE II IN BUILDING & CONSTRUCTION PRE-APPRENTICESHIP (CARPENTRY) [VICTORIA UNIVERSITY].....	32
CERTIFICATE III IN BUSINESS .....	34
CERTIFICATE II IN CIVIL CONSTRUCTION .....	36
CERTIFICATE III IN COMMUNITY SERVICES (PARTIAL COMPLETION).....	38
CERTIFICATE II IN CONSERVATION AND ECOSYSTEM MANAGEMENT / HORTICULTURE “SUPPORTED PROGRAM” .....	40
CERTIFICATE II IN COOKERY .....	42
CERTIFICATE III IN DANCE (PARTIAL COMPLETION) .....	44
CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE (PARTIAL COMPLETION) .....	46
CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL) .....	48
CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL) [VICTORIA UNIVERSITY] .....	50
CERTIFICATE III IN EMERGING TECHNOLOGIES.....	52
CERTIFICATE II IN ENGINEERING STUDIES.....	54
CERTIFICATE II IN HORTICULTURE.....	56
CERTIFICATE II IN HOSPITALITY & CERTIFICATE II IN COOKERY [DUAL PROGRAM] .....	58
CERTIFICATE II IN HOSPITALITY “SUPPORTED PROGRAM” .....	60
CERTIFICATE III IN INFORMATION TECHNOLOGY .....	62
CERTIFICATE III IN MUSIC (PERFORMANCE) – NOT RUNNING IN 2025 .....	64
CERTIFICATE III IN MUSIC (SOUND PRODUCTION).....	66
CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP) (PARTIAL COMPLETION) .....	68
CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP) [VICTORIA UNIVERSITY] .....	70
CERTIFICATE III IN SCREEN AND MEDIA – NOT RUNNING IN 2025 .....	72
CERTIFICATE II IN SPORT & RECREATION & CERTIFICATE III IN SPORT, AQUATICS AND RECREATION [DUAL PROGRAM] .....	74
CERTIFICATE I IN TRANSITION EDUCATION (PARTIAL COMPLETION) .....	76
CERTIFICATE III IN VISUAL ARTS .....	78
VET CAREER VIDEOS.....	80



## WHAT IS VET DELIVERED TO SECONDARY STUDENTS PROGRAM (VETDSS)?

Vocational Education and Training (VET) programs delivered to secondary school students are designed to expand opportunities and pathways for students and improve educational outcomes in line with the Victorian Government's objective to increase the number of young people completing Year 12 or equivalent. The skills you learn relate to a career pathway, so can apply them at work or in further education and training. You can add a VET course or certificate to your studies while you're at school.

Students can include VET in the new VCE Vocational Major (VCE VM) and Victorian Pathways Certificate (VPC).

### Incorporating VET in your VCE or VCE Vocational Major

VET can play an important role in senior secondary schooling. When you add VET to your VCE or VCE VM studies you gain practical skills in an industry you are interested in.

VET courses:

- provide a nationally recognised qualification in a specific industry, or provide credit towards one contribute towards the completion of your VCE
- allow you to study through School-Based Apprenticeships and Traineeships, which are often paid positions.

VET programs in the VCE and VCE Vocational Major:

There are a range of VET programs that you can select as part of your VCE or VCE Vocational Major. Please ask your school VET Coordinator or Careers Counsellor about the VET programs your school offers.

### Combining VET with your Victorian Pathways Certificate (VPC)

VET plays an important role in the later years of secondary school. Adding VET to your Victorian Pathways Certificate (VPC) gives you practical work-related skills in a specific industry.

VET courses:

- Provide a nationally recognised qualification in a specific industry, or credit towards one.
- Contribute towards the completion of your VCE.
- Allow study through a [School-Based Apprenticeships and Traineeships](#). These are often paid positions.

Talk to your school about how you can combine VET studies with your VPC.

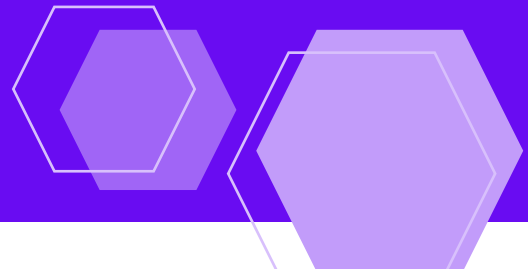
### Apprenticeships and traineeships at school

Your VCE or VCE Vocational Major can also include an apprenticeship or traineeship. You can also combine an apprenticeship or traineeship with your VPC. Starting an apprenticeship or traineeship while at school means you can get paid on-the-job training that leads to a qualification. School-based apprenticeships and traineeships give you the confidence and vocational skills that employers need.

### VET credit in VCE, including the VM and the VPC

Students gain credit into their VCE, including the VM, and the VPC by undertaking:

- [VCE VET programs](#) that have been developed by the VCAA in consultation with stakeholders including industry. Information regarding the VCE credit available in each VCE VET program is published on the individual VCE VET program pages on this website.
- approved [apprenticeships and traineeships](#) that are in the same industry areas as designated VCE VET programs
- other VET qualifications, which provide credit into the VCE through [block credit recognition](#)



### **VET credit towards the VCE, including the VM**

From 2023, the following policies will apply to VET credit towards the VCE, including the VM:

- Students can accrue VCE credit achieved through multiple VET qualifications at Certificate II level or above, up to a maximum of 180 nominal hours of completed units of competency (UoCs). This will give students two VCE units towards the VCE / VCE VM.
- Students who complete 180 nominal hours of UoCs in a certificate II or above, then move into another certificate III or above in the same industry\* will accrue VCE credit at Unit 3–4 level for the next 180 nominal hours of completed UoCs.
- Students who complete 180 nominal hours of UoCs in a certificate II or above, receiving VCE Units 1 and 2 credit, and then enrol in an approved apprenticeship or traineeship will accumulate VCE credit from the apprenticeship/traineeship in the following order: Units 3, 4, 1, 2, 3, 4.

For example, a student completes 180 nominal hours of training in Certificate II in Kitchen Operations and receives VCE VET Hospitality Unit 1 and 2. The student then decides to move into a Certificate III in Carpentry SBAT. For their next 180 hours of training, they will receive VCE Units 3 and 4. Each additional 90 nominal hours of training would accrue VCE credit in the following order: Units 1, 2, 3, 4.

This policy applies to:

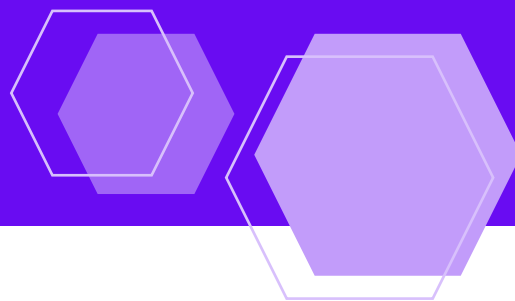
- all SBATs in certificates III or above
- certificate II traineeships that are in the same industry\* as VCE VET programs drawn from certificate II qualifications that provide VCE Units 1–4 credit (typically trade pathways or pre-apprenticeship qualifications).

\* Qualifications deemed to be in the same industry for VCE credit purposes are determined based on their Training Package Industry Code (e.g. BSB, SIT, AUR, etc.)

### **VET credit towards the VPC**

From 2023, students will gain VET credit into the VPC in the following way:

- 90 nominal hours-worth of completed UoCs from a certificate I qualification or above will provide one credit towards the VPC.
- Students can accrue credit across multiple VET qualifications, up to a maximum of 180 hours. This will give students two units towards the VPC.



## VET QUALIFICATIONS

Schools are able to offer senior secondary students VET qualifications selected from the range of industry areas approved by the VCAA.

### Successful completion of VET in the VCE VM or VPC can provide students with:

- a VCE (including the VM), a VPC or VCAL certificate issued by the VCAA, and a VET certificate issued by a registered training organisation (RTO)
- two statements of results issued by the VCAA giving details of units completed in the VCE, VCE VM, VPC or VCAL and UoCs completed in the VET qualification
- an enhanced ATAR, which can improve access to further education
- pathways into employment and/or further VET qualifications or training
- workplace experience gained through structured workplace learning.

### Students value VET because it:

- allows them to combine general and vocational studies which for many, provides a practical focus in a range of industry areas
- provides direct experience of business and industry
- enables them to explore training in areas that will enhance their pathway choices.

### Employers value VET because it:

- contributes to the development of entry level skills for their industry
- provides students with a practical and focused introduction to workplace requirements
- enhances the employability of students
- enables industry to contribute to educational programs in schools
- enables industry to participate in local community networks.

### More information:

- Find out about the [VCE VM curriculum](#).
- Find out more about the VCE VM [professional learning](#) available for providers.

### Source:

- Victorian Government's Many Talents One VCE webpage: <https://www.vic.gov.au/many-talents-one-vce>
- Victorian Curriculum and Assessment Authority (VCAA) | VCAA website <https://www.vcaa.vic.edu.au/curriculum/vet/vet-vce-vcac/Pages/Index.aspx>

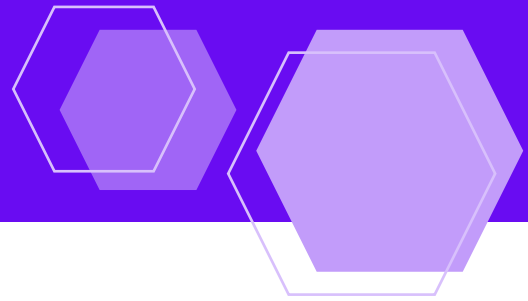
## VETDSS ASSESSMENT PLANS

### Courses delivered in the cluster that are relevant to VCE scored assessment are:

- HLT33021 ALLIED HEALTH ASSISTANCE
- BSB30120 BUSINESS
- CHC32015 COMMUNITY SERVICES
- SIT20421 COOKERY
- CUA30120 DANCE
- 22632VIC ENGINEERING STUDIES
- MSF20522 FURNISHING
- ICT30120 INFORMATION TECHNOLOGY
- CUA30920 MUSIC (PERFORMANCE)
- CUA30920 MUSIC (SOUND PRODUCTION)
- CUA31015 SCREEN AND MEDIA
- SIS30122 SPORT, AQUATICS AND RECREATION

For details of the score assessment please see the **Assessment Plans document**.





## GENERAL VETDSS PROGRAM INFORMATION

### TRAVEL ARRANGEMENTS

Some students will be required to travel independently to and from the venue of the course they have chosen. Wednesday and Friday are the agreed VETDSS delivery time in the Wyndham VETDSS Cluster. There will be a cluster bus provided on these days. It travels to all the schools in Wyndham Cluster (bus times will be provided at the start of 2023).

When VET classes have finished for the day, all students must leave the HOST school's premises in a swift and timely manner.

### STUDENT BEHAVIOUR AND SAFETY INCIDENTS

Students will abide by the teacher's 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. All incidents regarding the safety of a student must follow the process below by reporting it to the HOME school VET Coordinator on the day of the incident. Attitude and behaviour are to be of the expected standard.

Breaches of safety or serious offences will require students to be sent out of class. The HOST school VET Coordinator /RTO must communicate this by writing and phone to the HOME and HOST SCHOOL VET Coordinator where applicable on the day of the incident or for any safety incidents.

All incidents that occur relating to a student's behaviour or safety must be escalated to Karen Kennedy (WynBay LLEN Partnership Manager) on the day of the incident so a course of action can be negotiated by all parties. All correspondence by all parties should be in writing. The action that might occur depending on the severity of the student's behaviour could result in a warning or a meeting between the Home School VET Coordinator, HOST school VET Coordinator, a parent, and the student.

A review of the student's continued participation in VET will be considered. Serious breaches in behaviour can result in an exclusion from VET.

### DRESS CODE

Students are required to wear their Home School uniform when attending VET programs at delivery schools within the cluster. If attending University or TAFE students must comply with University / TAFE requirements. When

students are completing a practical subject, students must bring their required safety or work clothes to the class and change once they have entered the school/venue. Students are not required to wear school uniform on SWL.

Please note if any student studying a trade arrives at their VET class without their correct clothing, they will be asked to leave class immediately. The HOME school VET Coordinator must be called when a student is asked to leave a VET class.

### STUDENTS ABSENCES

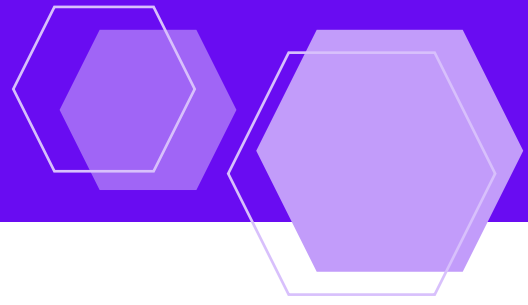
Students are permitted a maximum of 2 absences per semester or 4 for the year. An additional 2 approved absences will be allowed per year for school camps, excursions etc. Any more absences may result in the student not satisfactorily completing the units/modules. Students need to notify their VET Co-ordinators,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

### STUDENT CHARGES FOR VET

Please be aware that there is a student charge for all VET programs. VET programs can be very expensive and so the cost of the program should be considered carefully before selecting a VET. Please see your VET Co-ordinator for charges for 2023. Please be aware that there is no REFUND if you do not withdraw from the VET program before the withdrawal Census date. Please see your VET Co-ordinator for details about withdrawing.

### MINIMUM CLASS SIZES AND CHANGES TO PROGRAMS

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



## WHAT IS A STRUCTURED WORKPLACE LEARNING (SWL)?

Structured Workplace Learning (SWL) experiences help students relate theory to a real-world work environment while developing their skills. SWL is a valuable component of all VET qualifications, and where possible should be spread across the duration of the VET program. It provides context for:

- enhancement of skills development
- practical application of industry knowledge
- assessment of units of competency/modules, as determined by the Registered Training Organisation
- increased employment opportunities.

Students can, and are encouraged to, undertake SWL as part of their VET to gain hands on experience and on-the-job training linked to their VET and can do SWL without doing the SWLR units within this study design. In all cases, SWL is strongly recommended. Several VCE VET programs have a mandated SWL component. The SWL requirements are expressed in hours and weeks and are expected to be carried out over the duration of VCE VET programs.

To arrange a SWL placement, start by talking to your teacher. Before SWL starts, your principal, the employer and parent or carer must sign the SWL Arrangement Form. You must learn about occupational or workplace health and safety at school before you start a SWL placement. This could be part of your VET course or a separate program (for example safe@work, A Job Well Done, or VCE Vocational Major Work Related Skills). Your teacher will help you with this.

**Policy, Guidance and resources for SWL can be found on the Department of Education website here: [Structured Workplace Learning: Policy | education.vic.gov.au](#)**

### Structured Workplace Learning Recognition (SWLR)

It is important to distinguish the difference between Structured Workplace Learning (SWL) and Structured Workplace Learning Recognition (SWLR). SWL is an appropriate and valuable component of all VCE VET programs and other vocational and applied learning studies within the VCE VM and VPC. SWL involves on-the-job training in which students are required to master a designated set of skills and competencies related to VCE VET programs.

SWLR is the credit students can receive towards their VCE or VPC from the formal recognition of the SWL placement. From 2024 credits will be awarded through the satisfactory

completion of the VCE units contained within the Structured Workplace Learning Recognition for VET (2024-2025) study design.

<https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/SWLRforVET/Pages/WLRResources.aspx>

Structured Workplace Learning Recognition is a valued program within the VCE (including the VCE VM) and VPC. It provides students with the opportunity to experience, investigate, document and reflect on on-the-job-learning and workplace skills acquired through an authentic work placement in an industry aligned with their VCE VET qualification or school-based apprenticeship or traineeship (SBAT). There is no expectation that students complete SWLR. **This is not mandated for any VCE VET Study – this only applies to students who wish to get credit for SWLR.** Students can still, and are encouraged to, undertake SWL as part of their VET to gain hands on experience and on-the-job training linked to their VET without doing the SWLR units. Each unit deals with specific content contained in areas of study and is designed to enable students to achieve a set of outcomes for that unit. Each outcome is described in terms of key knowledge and key skills. A SWL assessment record must be filled out and signed by the assessor or teacher. This can be found on the [SWL recognition assessment guidelines](#) page.

### SWL ARRANGEMENTS

All structured workplace learning arrangements must comply with [Ministerial Order 1412 – Structured Workplace Learning Arrangements](#) and the accompanying arrangement forms must be used — refer to the [Resources](#) tab.

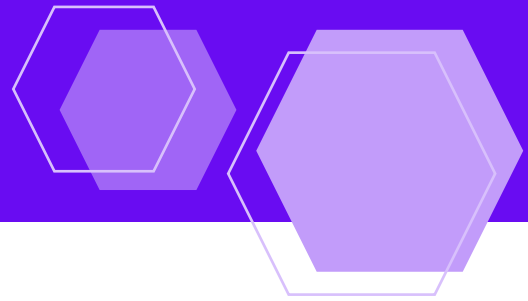
The Department has developed comprehensive guidance, on the [Guidance](#) tab, to support schools to comply with their obligations under Ministerial Order 55.

### SWL ARRANGEMENT FORM

The [Structured workplace learning arrangement form \(PDF\)](#) must be completed and signed before the structured workplace learning commences. It must be signed by:

- the employer
- the student
- the parent/guardian of the student – if the student is under 18 years of age





- the principal or acting principal – this authority cannot be delegated to an assistant principal or other member of staff.

The principal must ensure a copy of the signed arrangement form is provided to each party. The principal must retain the original copy.

### SWL TRAVEL AND ACCOMMODATION FORM

The [Structured workplace learning travel and accommodation form \(PDF\)](#) must be used if:

- it is proposed that the student may need to undertake vehicle travel with their employer and/or supervisor during the arrangement, including travel to-or-from the workplace
- the student is required to stay in accommodation other than their normal place of residence while undertaking structured workplace learning.

This form must be signed by:

- for travel – both the employer and the parent/guardian – or the student if they are aged 18 years or over
- for accommodation – the parent/guardian – or the student if they are aged 18 years or over.

### OCCUPATIONAL HEALTH AND SAFETY

Principals must be satisfied that a student is either undertaking or has completed occupational health and safety (OHS) training prior to commencing structured workplace learning as follows:

- where a student is undertaking structured workplace learning as part of a VET program within the VCE including the VCE Vocational Major, or the Victorian Pathways Certificate – the principal must be satisfied that the student is undertaking, or has completed the OHS training unit of competency within the VET program
- where a student is undertaking structured workplace learning which is not related to their VET program within the VCE including the VCE Vocational Major, or the Victorian Pathways Certificate – the principal must be satisfied that the student has completed an OHS program required by the department as follows:
  - if the student is undertaking VCE Industry and Enterprise – they must complete [safe@work](#)
  - if the student is undertaking structured workplace learning to complement an applied learning program as part of the VCE Vocational Major or the Victorian Pathways Certificate – they must complete [safe@work](#).

### CHILD SAFE STANDARDS

The Child Safe Standards are compulsory minimum standards for all Victorian schools to ensure they are well prepared to keep children and young people safe and protect them from abuse. [Ministerial Order 1359 – Implementing the Child Safe Standards – Managing the risk of child abuse in schools PDF](#)) provides the framework for child safety in schools.

The Child Safe Standards require schools to put in place systems and processes to help prevent harm to students in all school environments, including workplace learning environments where students undertake:

- work experience
- structured workplace learning
- school community work/volunteering
- and school based apprenticeships and traineeships.

For more information, visit:

- [Child Safe Standards](#)
- [PROTECT website](#)

### CONTACTS

#### For Government schools

Learning, Teaching and Pathways Division, Department of Education and Training,  
email: [career.education@education.vic.gov.au](mailto:career.education@education.vic.gov.au)

#### For Catholic schools

Catholic Education Commission of Victoria,  
Jenny Wilson, ph: 03 9267 0253  
email: [jwilson@ceomelb.catholic.edu.au](mailto:jwilson@ceomelb.catholic.edu.au)

#### For Independent schools

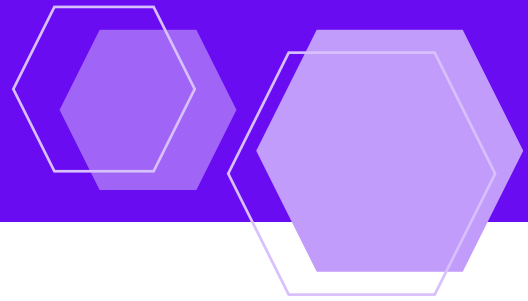
Independent Schools Victoria,  
Pam Hargreaves, ph: 03 9825 7246  
email: [Pam.Hargreaves@is.vic.cedu.au](mailto:Pam.Hargreaves@is.vic.cedu.au)

#### Victorian Curriculum and Assessment Authority

For contact information for all areas of the VCAA  
[www.vcaa.vic.edu.au/Contact/Pages/Index.aspx](http://www.vcaa.vic.edu.au/Contact/Pages/Index.aspx)

#### Source:

- <https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/SWLRforVET/Pages/Index.aspx>
- <https://www2.education.vic.gov.au/pal/structured-workplace-learning/guidance/structured-workplace-learning-arrangement-form>



## SCHOOL TO WORK STATEWIDE PORTAL

**SCHOOL TO WORK**

HOME SEARCH GUIDES LLEN CONTACT US

### School to Work Portal

The place to find workplace learning opportunities.

Start Search Now

Find opportunities for structured workplace learning (SWL), school-based apprenticeships and traineeships (SBATs) and work experience (WE) with Victorian employers across the state.

There are many ways that secondary school students can connect to the world of work. Select 'Start Search Now' or learn more from the guides below.

3,756 Positions Available

23,423 Positions Used

Start Search Now

The Department has established the School to Work Portal — a website which provides students and teachers with a single, easy to navigate, information and referral point for structured workplace learning opportunities offered by a diverse range of employers.

Searching on the portal can be done by:

- location
- Industry, or
- VET certificate

WynBay LLEN is funded to deliver the S2W Program and facilitate student access to work-based learning placements tailored to local priorities and employment opportunities in Wyndham and Hobsons Bay. We have contacts with employers in automotive, building and construction, electro-technology and other sectors.

If you are a student or teacher looking for structured workplace learning opportunities, visit the [School to Work Portal](http://www.workplacements.education.vic.gov.au/):

<http://www.workplacements.education.vic.gov.au/>

### Workplace Learning Record resources:

<https://www.vcaa.vic.edu.au/curriculum/vce/vce-study-designs/SWLRforVET/Pages/WLRResources.aspx>





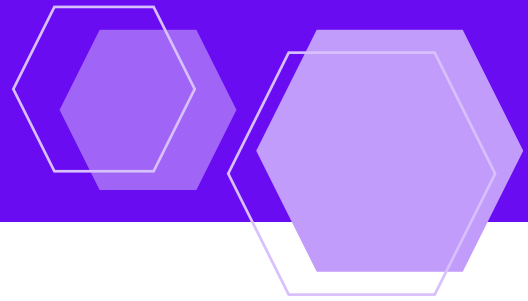
# 2025 VETDSS PROGRAMS

\*Commencement of program will be dependent on adequate student numbers for enrolment and funding.

\*Programs and units of competency are subject to change prior to commencement.

FEES AND APPLICATION:

Contact the HOME SCHOOL  
VET COORDINATOR



## COURSE CODE: AHC20116

# CERTIFICATE II IN AGRICULTURE

### Program Description:

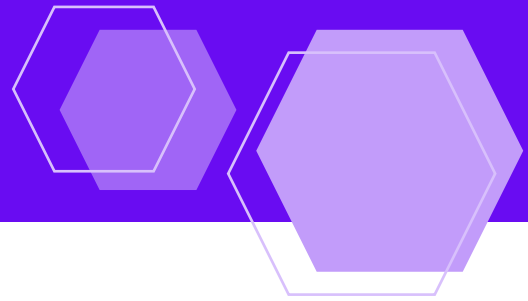
Certificate II is regarded as an entry-level course. This qualification provides a general vocational outcome in agriculture. The qualification enables individuals to select a livestock production or cropping context as a job focus or, in the case of mixed farming enterprises, both. A farm tradesperson is an experienced farmhand and is likely to be involved in co-ordinating a wide range of agricultural operations. Work undertaken as a farm tradesperson will depend on the type of farm production carried out, and includes:

- planting and harvesting crops
- implementing animal and crop husbandry practices
- servicing and repairing farm equipment and machinery
- designing and constructing fencing
- loading and unloading livestock
- installing and maintaining farm water supplies and irrigation systems

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	AHC20116
CERTIFICATE NAME	Certificate II in Agriculture
ENROLMENT TYPE	VE1
RTO CODE	21316
RTO NAME	ACAH
ATAR	Not scored assessment.
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Agriculture - GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday - Full day delivery 9:30am – 2:30pm
HOST SCHOOL - LOCATION	Werribee Park/25 Whites Rd, Werribee South
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	<b>Offered in 2026</b>
HOST SCHOOL - LOCATION	



## UNITS OF COMPETENCY

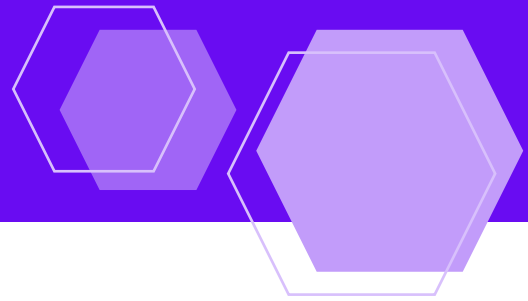
### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
			N
			N
			N
			N
			N
			N
			N
			N
			N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.







## COURSE CODE: HLT33021

# CERTIFICATE III IN ALLIED HEALTH ASSISTANCE (PARTIAL COMPLETION)

### Program Description

Certificate III in Allied Health Assistance provides students with the knowledge and skills that will enhance their employment prospects in the Health industry. These qualifications cover workers who provide assistance to allied health professionals and other health professionals with the care of clients.

### Pathways / Career Opportunities

Upon successful completion of the Certificate III in Allied Health Assistance you will be prepared for further training to establish your career in a range of health fields. This course has pathways, and possible credit into further study in allied health, remedial massage and nursing.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

### Holiday Training (may be subject to change)

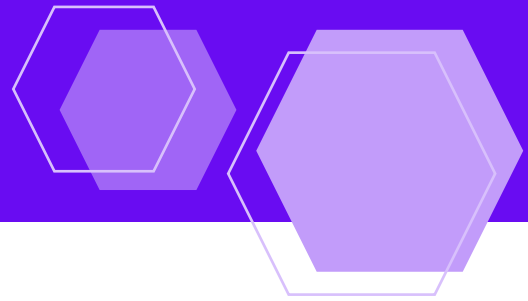
Holiday Training may be expected for this course and will be confirmed at a later date.

### Program Requirements

This course requires you to obtain a Working With Children Check. If you already have this check it is a great benefit! You MUST email [vetinschools@gordontafe.edu.au](mailto:vetinschools@gordontafe.edu.au) a copy of the check.

COURSE CODE	HLT33021
CERTIFICATE NAME	Certificate III in Allied Health Assistance (Partial Completion)
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Mandatory</b> Work placement of at least 10 days spread over two years is mandatory for assessments within this program. Work placement may occur during the term holidays
VET CAREER VIDEO	<a href="#">Click here to watch: VET Health - GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday AM: 9:30am – 12:30pm PM: 1:30pm – 4:30pm
HOST SCHOOL - LOCATION	THE GORDON TAFE 24 Watton Street, Werribee
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday AM: 9:30am – 12:30pm PM: 1:30pm – 4:30pm
HOST SCHOOL - LOCATION	THE GORDON TAFE 24 Watton Street, Werribee





## UNITS OF COMPETENCY

### YEAR 1

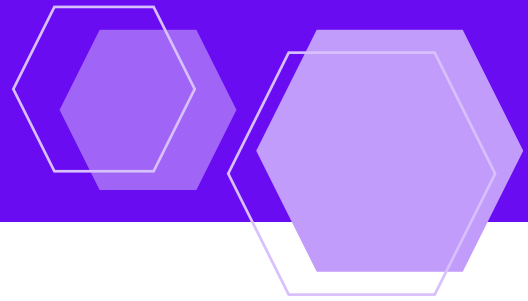
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
HLTWHS001	Participate in workplace health and safety	20	N
CHCCOM005	Communicate and work effectively in health or community services	30	N
BSBPEF301	Organise personal work priorities	30	N
HLTINF006	Apply basic principles and practices of infection prevention and control	35	N
CHCCCS002	Assist with movement	25	N
CHCDIV001	Work with diverse people	40	N
CHCCCS020	Respond effectively to behaviours of concern	20	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBMED301	Interpret and apply medical terminology appropriately	60	Y
HLTAAP001	Recognise healthy body systems	70	Y
HLTHPS001	Take clinical measurements	50	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
 Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: ACM20121

### CERTIFICATE II IN ANIMAL CARE

#### Program Description:

This program provides training and skill development for the achievement of competencies in areas such as occupational health and safety, animal care, veterinary clinic duties, handling of animals and communication skills.

#### Pathways / Career Opportunities:

Successful completion of this program will provide participants with access to a range of entry-level employment opportunities in veterinary clinics, animal shelters, pet shops, companion animal services, or animal training services. This course is also the preferred prerequisite to continue study in ACM30110 Certificate III in Animal Studies.

Major areas of study include:

- Working in the animal care industry
- Assisting with general care of animals
- First aid for animals.

#### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

**Additional Costs:** Protective clothing and minor equipment may also need to be purchased.

#### Holiday Training (may be subject to change)

Holiday Training may be expected for this course and will be confirmed at a later date.

COURSE CODE	ACM20121
CERTIFICATE NAME	Certificate II In Animal Care
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Animal Studies - GET VET (VCAA)</a>

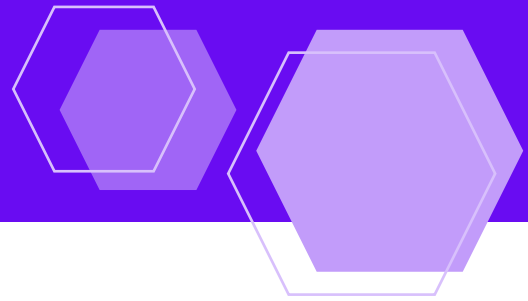
#### LOCATION AND TIMES

##### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 12:30pm – 4:30pm
HOST SCHOOL - LOCATION	MANOR LAKES P-12 COLLEGE

##### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 12:30pm – 4:30pm
HOST SCHOOL - LOCATION	MANOR LAKES P-12 COLLEGE



## UNITS OF COMPETENCY

### YEAR 1

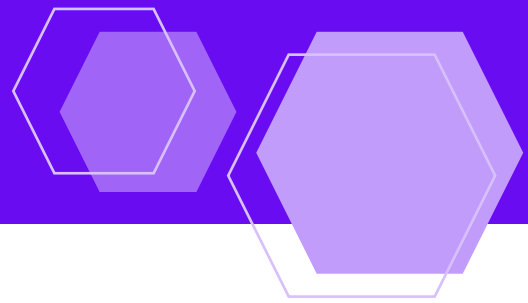
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
ACMWHS201	Participate in workplace health and safety processes	40	N
ACMGEN201	Work in the animal care industry	30	N
ACMGEN204	Assist in health care of animals	40	N
ACMGEN205	Source and provide information for animal care needs	40	N
BSBCMM211	Apply communication skills	40	N
ACMSPE317	Provide general care of domestic cats	40	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
ACMGEN203	Feed and water animals	40	N
ACMGEN202	Complete animal care hygiene routines	30	N
ACMBEH302	Provide enrichment for animals	40	N
ACMGEN310	Provide reception services for an animal care facility	30	N
ACMSUS201	Participate in environmentally sustainable work practices	20	N
ACMSPE316	Provide general care of domestic dogs	40	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
 Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: MST20722

# CERTIFICATE II IN APPAREL, FASHION AND TEXTILES

### Program Description:

Certificate II in Apparel, Fashion and Textile provides an introductory overview of skills that can be applied in the fashion industry. It includes various skills in designing, production of garments, millinery, and the development of unique fashion and textile designs.

### Pathways / Career Opportunities:

The VCE VET Certificate II in Apparel, Fashion and Textile program opens up many different training and employment pathways. VCAA recommends study at the lower levels to develop industry foundation skills before moving to higher qualifications.

Careers pathways may include employment into the roles such as

- production assistant
- clothing technician
- merchandising assistant.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

\*VCAA

**Certain units of competency will complement each other, lending to coordinated delivery that minimizes content overlap. \*VCAA**

COURSE CODE	MST20722
CERTIFICATE NAME	Certificate II in Apparel, Fashion and Textile
ENROLMENT TYPE	VE1
RTO CODE	21230
RTO NAME	Ripponlea
ATAR	Not scored assessment 10% of the lowest study score of the primary four
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hours (2 weeks) of structured workplace learning over the duration of the VCE VET program.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Applied Fashion Design and Technology - GET VET (VCAA)</a>

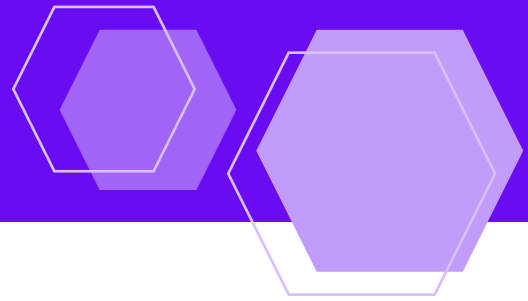
### LOCATION AND TIMES

#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:30pm- 5:00pm
HOST SCHOOL - LOCATION	THOMAS CARR COLLEGE

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:30pm- 5:00pm
HOST SCHOOL - LOCATION	THOMAS CARR COLLEGE



## UNITS OF COMPETENCY

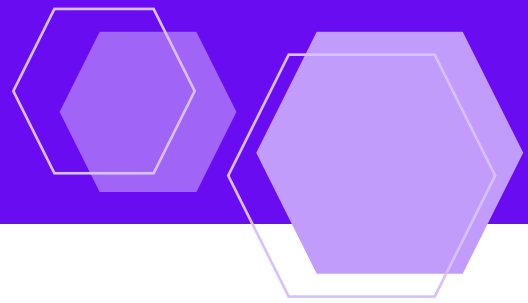
### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MSMWHS200	Work safely (Core)	30	N
MSTAT2005	Sew materials by machine (Core)	60	N
MSTGN2018	Work in the TCF industry (Core)	40	N
BSBCMM211	Apply communication skills (Core)	40	N
MSTGN2023	Identify and handle fabrics and textiles (Core)	80	N
MSTAT2006	Assemble simple textile products (Elective – A)	40	N
MSMENV272	Participate in environmentally sustainable work practices (Core) Can be left until second year	30	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MSMENV272	Participate in environmentally sustainable work practices	30	N
MSS402051	Apply Quality Standards	30	N
MSTCL2010	Modify Pattern to create basic styles	50	N
MSTCL1001	Produce a simple garment	40	N
MSTGN2013	Identify fibres, fabrics and textiles used in the TCF Industry	80	N
MSTTX1001	Produce a simple textile or fabric	40	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.



## COURSE CODE: AUR20720

# CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (MECHANICS)

### Program Description:

This program provides training and skill development required to perform minor maintenance and repair of an automotive vehicle body. The range of technical skills and knowledge is limited. This qualification reflects the role of individuals who perform a limited range of tasks relating to identifying and inspecting mechanical and electrical components and systems of light vehicles, heavy vehicles, outdoor power equipment, bicycles, marine craft and motorcycles.

### Pathways / Career Opportunities:

This program will prepare students with a solid foundation of practical skills required to successfully gain an apprenticeship in the automotive industry within the automotive repair, service and retail sectors. School-based new apprenticeships may also be available in addition to entry-level employment. The qualification offers a number of pre-vocational outcomes that provide credit into apprenticeship qualifications.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

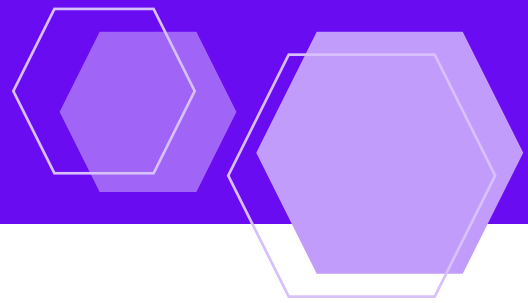
**Additional Costs:** Protective clothing and minor equipment may also need to be purchased.

### Holiday Training (may be subject to change)

Holiday Training may be expected for this course and will be confirmed at a later date.

COURSE CODE	AUR20720
CERTIFICATE NAME	Certificate II in Automotive Vocational Preparation (Mechanics)
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> A minimum of four weeks work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Automotive - GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday AM: 8:30am – 12:30pm PM: 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	THE GRANGE P-12 COLLEGE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday PM: 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	THE GRANGE P-12 COLLEGE Trade Training Centre





## UNITS OF COMPETENCY

### YEAR 1

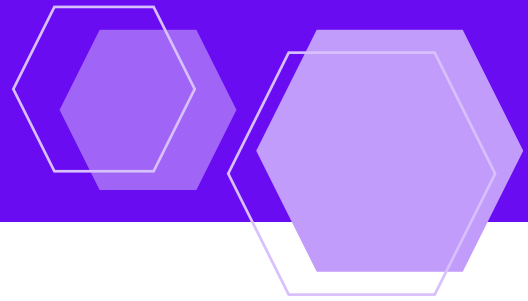
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURASA102	Follow safe working practices in an automotive workplace	20	N
AURTTK102	Use and maintain tools and equipment in an automotive workplace	20	N
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	25	N
AURLTA101	Identify automotive mechanical systems and components	25	N
AURETR103	Identify automotive electrical systems and components	25	N
AURETR115	Inspect, test and service batteries	10	N
AURTTE007	Dismantle and assemble single cylinder four-stroke petrol engines	40	N
AURLTJ113	Remove, inspect and refit light vehicle wheel and tyre assemblies	20	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURTC004	Remove and replace radiators	20	N
AURTTD006	Remove and replace vehicle front suspension springs	25	N
AURTTB007	Remove and replace brake assemblies	20	N
AURFA103	Communicate effectively in an automotive workplace	20	N
AURFA104	Resolve routine problems in an automotive workplace	20	N
AURETK003	Operate electrical test equipment	40	N
AURTTA127	Carry out basic vehicle servicing operations	40	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: AUR20720

# CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (MECHANICS) “SUPPORTED PROGRAM”

### Program Description:

This program provides training and skill development required to perform minor maintenance and repair of an automotive vehicle body. The range of technical skills and knowledge is limited. This qualification reflects the role of individuals who perform a limited range of tasks relating to identifying and inspecting mechanical and electrical components and systems of light vehicles, heavy vehicles, outdoor power equipment, bicycles, marine craft and motorcycles.

### Pathways / Career Opportunities:

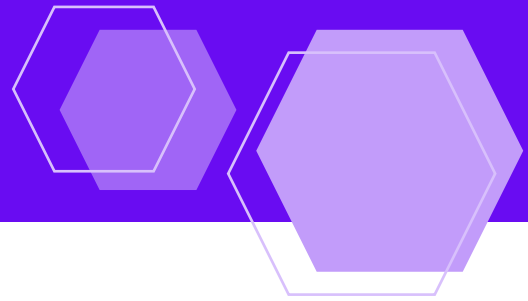
This program will prepare students with a solid foundation of practical skills required to successfully gain an apprenticeship in the automotive industry within the automotive repair, service and retail sectors. School-based new apprenticeships may also be available in addition to entry-level employment. The qualification offers a number of pre-vocational outcomes that provide credit into apprenticeship qualifications.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

**Additional Costs:** Protective clothing and minor equipment may also need to be purchased.

COURSE CODE	AUR20720
CERTIFICATE NAME	Certificate II in Automotive Vocational Preparation (Mechanics) “Supported Program”
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> A minimum of four weeks work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Automotive - GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Friday AM: 8:30am – 12:30pm
HOST SCHOOL - LOCATION	THE GRANGE P-12 COLLEGE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Thursday AM: 8:30am – 12:30pm
HOST SCHOOL - LOCATION	THE GRANGE P-12 COLLEGE Trade Training Centre



## UNITS OF COMPETENCY

### YEAR 1

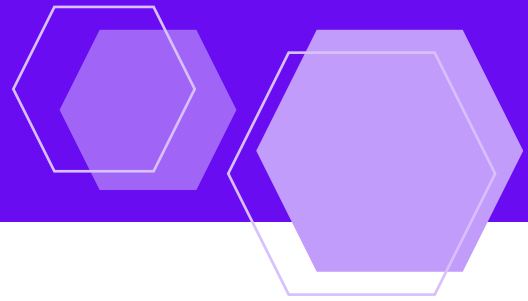
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURASA102	Follow safe working practices in an automotive workplace	20	N
AURTTK102	Use and maintain tools and equipment in an automotive workplace	20	N
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	25	N
AURLTA101	Identify automotive mechanical systems and components	25	N
AURETR103	Identify automotive electrical systems and components	25	N
AURETR115	Inspect, test and service batteries	10	N
AURTTE007	Dismantle and assemble single cylinder four-stroke petrol engines	40	N
AURLTJ113	Remove, inspect and refit light vehicle wheel and tyre assemblies	20	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AURTTC004	Remove and replace radiators	20	N
AURTTD006	Remove and replace vehicle front suspension springs	25	N
AURTTB007	Remove and replace brake assemblies	20	N
AURAF103	Communicate effectively in an automotive workplace	20	N
AURAF104	Resolve routine problems in an automotive workplace	20	N
AURETK003	Operate electrical test equipment	40	N
AURTTA127	Carry out basic vehicle servicing operations	40	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: FBP10221

# CERTIFICATE I IN BAKING “SUPPORTED PROGRAM” – 1 YEAR COURSE ONLY

### Program Description:

This qualification provides a range of basic skills and knowledge used in the bakery industry. It is designed to meet the needs of students looking to work in a bakery or café. Students will complete routine and repetitive tasks under direct supervision. They will learn to prepare basic bread doughs and basic sponge varieties.

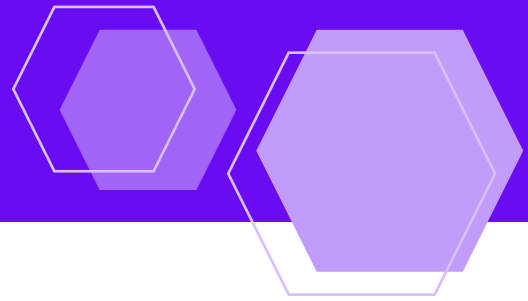
### Pathways / Career Opportunities:

- Bakers assistant
- Dough Maker
- Pastry Cook

### Contribution to VCE / VCE VM & VPC

NA

COURSE CODE	FBP10221
CERTIFICATE NAME	Certificate I in Baking
ENROLMENT TYPE	VE3
RTO CODE	3044
RTO NAME	The Gordon
ATAR	
STRUCTURED WORKPLACE LEARNING (SWL)	<b>NA</b>
VET CAREER VIDEO	N/A
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	
DAY & TIME	Friday - <b>Full day delivery</b> 9:00am – 3:00pm
HOST SCHOOL - LOCATION	The Gordon - Geelong City Campus 2 Fenwick St, Geelong
<b>YEAR 2</b>	
VCE UNITS	
DAY & TIME	NA
HOST SCHOOL - LOCATION	



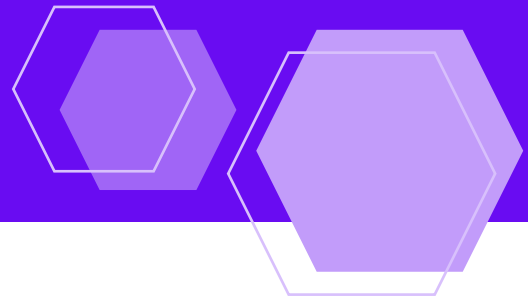
## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
FBPFSY1002	Follow work procedures to maintain food safety	20	N
FBPWHS1001	Identify safe work practices	30	N
FBPOPR1013	Operate basic equipment	30	N
FBPOPR1012	Prepare basic mixes	20	N
FBPRBK2004	Assist basic bread production	60	N
FSKNUM009	Use familiar and simple metric measurements for work	15	N
FBPRBK1001	Finish products	20	N
FBPRBK2003	Assist sponge cake production	80	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: SHB30121 / SHB30221

# CERTIFICATE III IN BEAUTY SERVICES (YEAR 1) & CERTIFICATE III IN MAKE-UP (PARTIAL COMPLETION) (YEAR 2)

### Program Description:

Would you like to start a career in beauty therapy? This entry-level course could be your calling if you enjoy working with people in a hands-on role.

Training takes place in our salon, The Studio. Here you will find a hands-on environment for developing a range of beauty treatment skills, including, manicure and pedicure services, make-up, tanning, lash and brow services and waxing. The practical skills you learn will help you gain employment in the beauty industry.

### Pathways/career opportunities

Possible career outcomes: beauty therapist, Make-up Artist, Specialist waxing therapist.

### Holiday Training (may be subject to change)

Holiday Training may be expected for this course and will be confirmed at a later date.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	Year 1: SHB30121 Year 2: SHB30221
CERTIFICATE NAME	Year 1: Certificate III in Beauty Services Year 2: Certificate III in Make-up (Partial Completion)
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Hair and Beauty - GET VET (VCAA)</a>

### LOCATION AND TIMES

#### YEAR 1

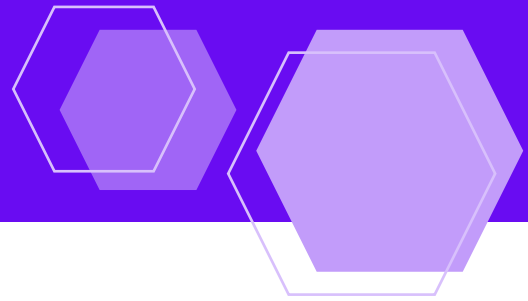
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday AM: 9:00am – 12.30pm PM: 1:00pm – 4:30pm
HOST SCHOOL - LOCATION	THE GRANGE P-12 COLLEGE

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:30pm – 5:30pm
HOST SCHOOL - LOCATION	THE GORDON CITY CAMPUS Fenwick Street, Geelong 3220

**Please note Year 2 of Beauty will be on a Wednesday AM or Friday at Geelong in 2026**





## UNITS OF COMPETENCY

### YEAR 1 - SHB30121 CERTIFICATE III IN BEAUTY SERVICES

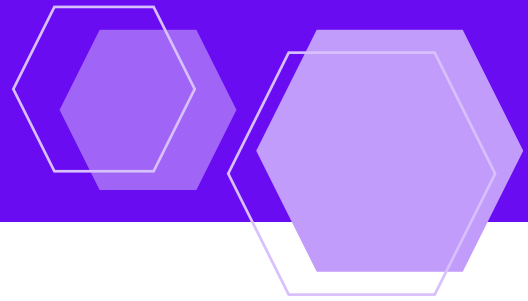
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
			N
			N
			N
			N
			N

### YEAR 2 - SHB30221 CERTIFICATE III IN MAKE-UP (PARTIAL COMPLETION)

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SHBBMUP013	Design and apply creative make-up	50	N
SHBBRES003	Research and apply beauty industry information	20	N
SHBXCCS008	Provide salon services to clients	30	N
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	50	N
SHBBMUP012	Apply airbrushed make-up	30	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
 Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: 22614VIC

# CERTIFICATE II IN BUILDING & CONSTRUCTION PRE-APPRENTICESHIP (BRICKLAYING)

### Program Description:

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

### Pathways / Career Opportunities:

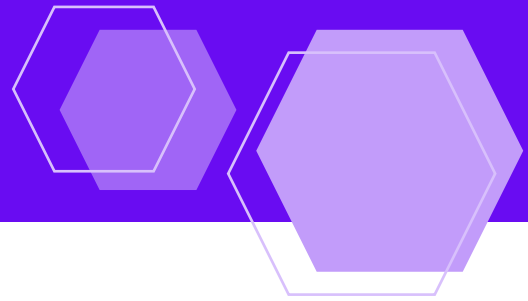
The immediate pathway and career opportunity is into a full-time apprenticeship in bricklaying.

Other career paths within the construction industry include building site maintenance, foremanship, building administration, estimation, building inspection, drafting (architectural) and electronic. Tertiary pathways/degrees qualifications include building, building engineering, building surveying, architecture, civil/electrical/electronics, interior design and mechanical engineering.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	22614VIC
CERTIFICATE NAME	Certificate II in Building and Construction Pre-Apprenticeship (Bricklaying)
ENROLMENT TYPE	VE1
RTO CODE	3113 [Victoria University]
RTO NAME	Victoria University
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Building &amp; Construction - GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday - <a href="#">Full day delivery</a> 8:30am – 3:30pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday - <a href="#">Full day delivery</a> 8:30am – 3:30pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS



## UNITS OF COMPETENCY

### YEAR 1

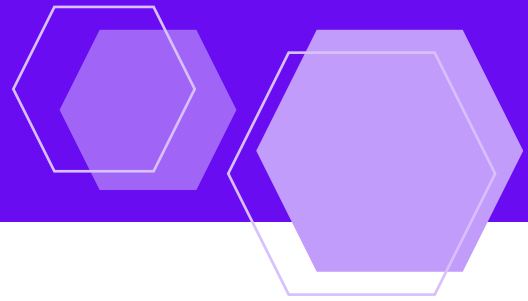
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20	N
CPCWHS1001	Prepare to work safely in the construction industry	6	N
HLTAID010	Provide basic emergency life support	12	N
CPCCOM1015	Carry out measurements and calculations	20	N
CPCCOM1014	Conduct workplace communication	20	N
VU23315	Identify and handle bricklaying tools and equipment	76	N
VU23316	Apply basic bricklaying techniques	126	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCCM2006	Apply basic levelling procedures	8	N
VU22015	Interpret and apply basic plans and drawings	25	N
VU22016	Erect and safely use working platforms	24	N
VU22014	Prepare for work in the building and construction industry	16	N
VU22019	Apply brick veneer construction techniques	80	N
VU22021	Apply masonry blockwork techniques	50	N
VU22020	Apply cavity brick construction techniques	80	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: 22614VIC

# CERTIFICATE II IN BUILDING & CONSTRUCTION PRE-APPRENTICESHIP (CARPENTRY) (PARTIAL COMPLETION)

### Program Description:

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

### Pathways / Career Opportunities:

The immediate pathway and career opportunity is into a full-time apprenticeship in carpentry. You may receive training credits which reduces the off-the-job training requirement. Other career paths within the construction industry include building site maintenance, foremanship, building administration, estimation, building inspection, drafting (architectural) and electronic.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

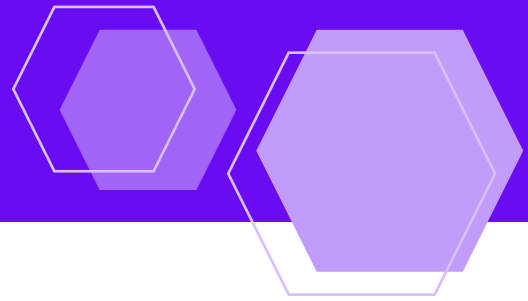
**Additional Costs:** Protective clothing and minor equipment may also need to be purchased.

**Program Requirements:** This course includes the delivery of First Aid. If you already have completed this unit previously it is a great benefit! You MUST email [vetinschools@gordontafe.edu.au](mailto:vetinschools@gordontafe.edu.au) your USI Transcript or Statement of Attainment prior to starting the course.

### Holiday Training (may be subject to change)

Holiday Training may be expected for this course and will be confirmed at a later date.

COURSE CODE	22614VIC
CERTIFICATE NAME	Certificate II in Building & Construction (Carpentry) (Partial Completion)
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Building &amp; Construction - GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	<b>Wednesday</b> AM: 8:30am – 12:30pm PM: 1:00pm – 5:00pm <b>Friday</b> AM: 8:30am – 12:30pm (3 classes)
HOST SCHOOL - LOCATION	THOMAS CARR COLLEGE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	<b>Wednesday</b> AM: 8:30am – 12:30pm PM: 1:00pm – 5:00pm <b>Friday</b> PM: 1:00pm – 5:00pm (2 classes)
HOST SCHOOL - LOCATION	THOMAS CARR COLLEGE Trade Training Centre



## UNITS OF COMPETENCY

### YEAR 1

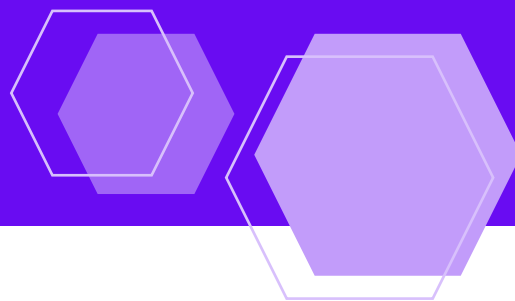
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCOHS2001A	Apply WHS requirements, policies and procedures in the construction industry	20	N
VU23320	Identify and handle carpentry tools and equipment	100	N
VU23313	Interpret and apply basic plans and drawings	25	N
VU23321	Perform basic setting out	24	N
VU23312	Prepare for work in the building and construction industry	16	N
CPCCCM2006	Apply basic levelling procedures	8	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCCM1015A	Carry out measurements and calculations	20	N
CPCCCM1014A	Conduct workplace communication	20	N
VU22025	Construct basic wall frames	48	N
VU22028	Install basic window and door frames	24	N
VU22027	Install basic external cladding	24	N
CPCCCM1012A	Work effectively and sustainably in the construction industry	20	N
VU22026	Construct a basic roof frame	40	N
HLTAID010	Provide basic emergency life support	12	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: 22614VIC

# CERTIFICATE II IN BUILDING & CONSTRUCTION PRE-APPRENTICESHIP (CARPENTRY) [VICTORIA UNIVERSITY]

### Program Description:

This program aims to provide basic industry skills and knowledge specific to the carpentry industry and can contribute to gaining an apprenticeship in the building and construction industries (Certificate III level).

### Pathways / Career Opportunities:

The immediate pathway and career opportunity is into a full-time apprenticeship in carpentry. You may receive training credits which reduces the off-the-job training requirement. Other career paths within the construction industry include building site maintenance, foremanship, building administration, estimation, building inspection, drafting (architectural) and electronic.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

**Additional Costs:** Protective clothing and minor equipment may also need to be purchased.

**Program Requirements:** This course includes the delivery of First Aid & Construction Induction (White Card).

**Equipment:** Personal protective clothing and equipment to be supplied by student:

Overalls or workpants with rule pocket, Safety boots, PPE – earplugs, face mask for dust protection, safety glasses.

Equipment and books to be supplied by student: 1 metre folding ruler and 8 metre tape, calculator, A4 ring binder, ballpoint pen and notebook, pencils carpenter's and 2H and HB, set square 45° x 200mm (Staedler 56732-45), scale rule (Kent M62), nail punch, set of drill bits (up to 6mm) / Countersink bit (for timber) / Pozidrive bit (no. 2)

COURSE CODE	22614VIC
CERTIFICATE NAME	Certificate II in Building & Construction (Carpentry)
ENROLMENT TYPE	VE1
RTO CODE	3113
RTO NAME	Victoria University
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended.</b> VCAA strongly recommends that students undertake a minimum of 80 hours of SWL over the duration of the VCE VET Certificate II in Building and Construction (Carpentry). Secondary Schools are required to organise Structured Workplace Learning.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Building &amp; Construction - GET VET (VCAA)</a>

### LOCATION AND TIMES

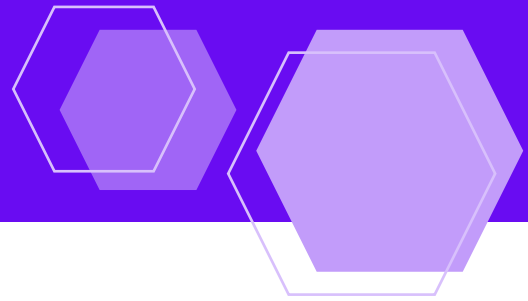
#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday - <b>Full day delivery</b> 8:30am – 3:30pm Thursday - <b>Full day delivery</b> 8:30am – 3:30pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS, BUILDING 1, 235 HOPPERS LANE, WERRIBEE

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday - <b>Full day delivery</b> 8:30am – 3:30pm (2 classes)
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS





## UNITS OF COMPETENCY

### YEAR 1 - 22614VIC

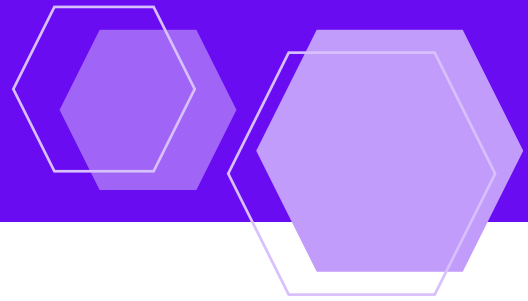
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20	N
CPCCOM1014	Conduct workplace communication	20	N
CPCWHS1001	Prepare to work safely in the construction industry	6	N
HLTAID010	Provide basic emergency life support	12	N
CPCCCM2006	Apply basic levelling procedures	8	N
VU23320	Identify and handle carpentry tools and equipment	100	N
VU23322	Construct basic sub-floor	48	N
CPCCOM1015	Carry out measurements and calculations	20	N
VU23329	Construct basic formwork for concreting	40	N
VU23321	Perform basic setting out	24	N

### YEAR 2 - 22338VIC

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU22014	Prepare for work in the building and construction industry	16	N
CPCCM1012A	Work effectively and sustainably in the construction industry	20	N
VU22016	Erect and safely use working platforms	24	N
VU22015	Interpret and apply basic plans and drawings	25	N
VU22025	Construct basic wall frames	48	N
VU22026	Construct a basic roof frame	40	N
VU22029	Install Interior fixings	40	N
VU22030	Carry out basic demolition of timber structures	20	N
VU22028	Install basic window and door frames	24	N
VU22027	Install basic external cladding	24	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: BSB30120

### CERTIFICATE III IN BUSINESS

#### Program Description:

This qualification reflects the varied roles of individuals across different industry sectors who apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge.

Students will develop and build teamwork, interpersonal skills and organisational capabilities which can be used to further strengthen their employability skills post- secondary schooling.

The importance of digital literacy in the workforce will be addressed, and students will gain a deeper understanding of its importance to their work lives. The course is delivered over 1-2 years depending on the individual school and time allocated within the school framework.

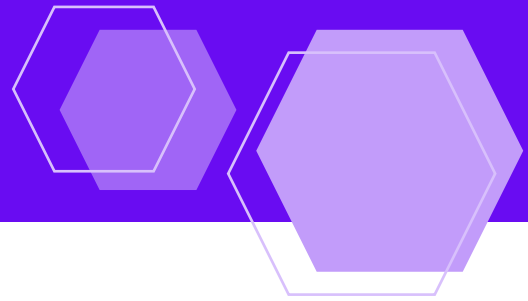
#### Pathways / Career Opportunities:

Completion of the Certificate III in Business provides a pathway into training and employment in business and related industries. Potential occupations may include accounts clerk, accounts payable clerk, general clerk, junior personal assistant, office assistant, receptionist and word processor. Further study through higher education pathways could lead to employment opportunities in commerce, management or marketing.

#### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	BSB30120
CERTIFICATE NAME	Certificate III in Business
ENROLMENT TYPE	VE1
RTO CODE	40548
RTO NAME	IVET Institute
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Business- GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 12:30pm – 4:30pm
HOST SCHOOL - LOCATION	GOOD NEWS LUTHERAN COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 12:30pm – 4:30pm
HOST SCHOOL - LOCATION	HOPPERS CROSSING SECONDARY COLLEGE



## UNITS OF COMPETENCY

### YEAR 1

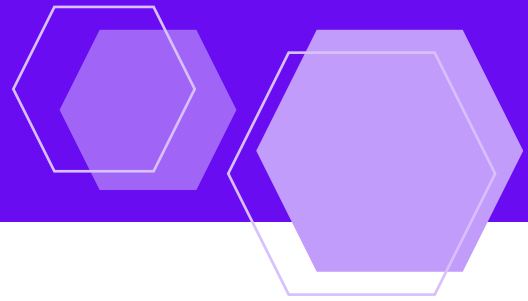
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWHS311	Assist with maintaining workplace safety	40	N
BSBTWK301	Use inclusive work practices	30	N
BSBTEC302	Design and produce spreadsheets	35	N
BSBTEC303	Create electronic presentations	20	N
BSBTEC202	Use digital technologies to communicate in a work environment	20	N
BSBPEF201	Support personal wellbeing in the workplace	50	N
BSBCRT311	Apply critical thinking skills in a team environment	40	N
BSBSUS211	Participate in sustainable work practices	20	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBPEF301	Organise personal work priorities	30	Y
BSBINS302	Organise workplace information	30	Y
BSBTEC301	Design and produce business documents	80	Y
BSBXCM301	Engage in workplace communication	40	Y
BSBOPS304	Deliver and monitor a service to customers	35	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: RII20720

# CERTIFICATE II IN CIVIL CONSTRUCTION

### Program Description:

This course provides exposure to the type of work and skills that are required as a skilled operator working in civil construction.

### Pathways / Career Opportunities:

Upon successful completion of this program you may receive credit towards the RII30920 Certificate III in Civil Construction and RII30820 Certificate III in Civil Construction Plant Operations. Successful completion of this program prepares you with a solid foundation of practical skills required to successfully gain an apprenticeship in the civil construction industry.

### Equipment:

Personal protective clothing and equipment to be supplied by student: >Workpants >Hi-vis top (polo shirt/jumper) >Work boots - steel capped PPE >Earplugs >Face mask for dust protection >Safety glasses >Hard hat

### Equipment and books to be supplied by student:

>Ballpoint pen and notebook >Bricklayers pencil/Pencils: 2H and HB >USB

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	RII20720
CERTIFICATE NAME	Certificate II in Civil Construction
ENROLMENT TYPE	VE1
RTO CODE	3113
RTO NAME	Victoria University
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program. Placement may occur during the term holidays
VET CAREER VIDEO	NA

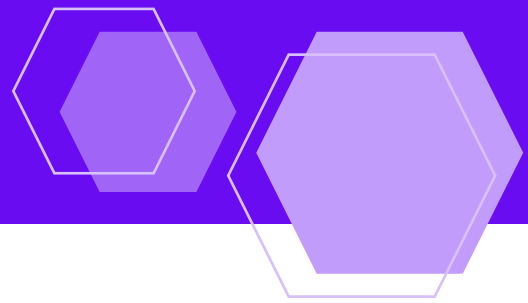
### LOCATION AND TIMES

#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday - <b>Full day delivery</b> 8:30am – 3:30pm Friday - <b>Full day delivery</b> 8:30am – 3:30pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE EAST CAMPUS

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday- <b>Full day delivery</b> 8:30am – 3:30pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE EAST CAMPUS



## UNITS OF COMPETENCY

### YEAR 1

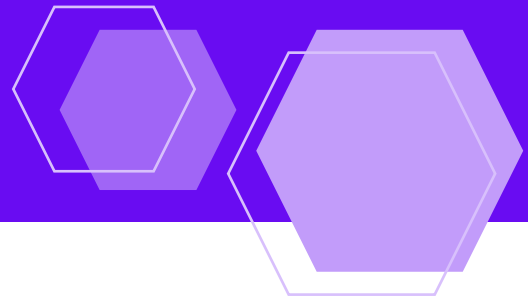
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
RIIBEF201E	Plan and organise work	20	N
RIICCM201E	Carry out measurements and calculations	20	N
RIICCM202E	Identify, locate and protect underground services	30	N
RIICCM203E	Read and interpret plans and job specifications	40	N
RIICCM205F	Carry out manual excavation	8	N
RIICCM207E	Spread and compact materials manually	12	N
RIICOM201E	Communicate in the workplace	20	N
RIISAM203E	Use hand and power tools	80	N
RIIWHS201E	Work safely and follow WHS policies and procedures	20	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
RIISAM204E	Operate small plant and equipment	20	N
RIIWHS205E	Control traffic with stop-slow bat	20	N
RIIWHS302E	Implement traffic management plans	20	N
RIICCM208E	Carry out basic levelling	16	N
RIICCM209E	Carry out concrete work	40	N
RIISAM201E	Handle resources and infrastructure materials and safely dispose of nontoxic materials	16	N
RIICCM206E	Support plant operations	8	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
 Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: CHC22015 / CHC32015

# CERTIFICATE III IN COMMUNITY SERVICES (PARTIAL COMPLETION)

### Program Description:

VCE VET Community Services program offers students the opportunity to learn about the community services sector and explore specific contexts of work. They will develop skills in communication, information provision and processing, administration support, networking and group support.

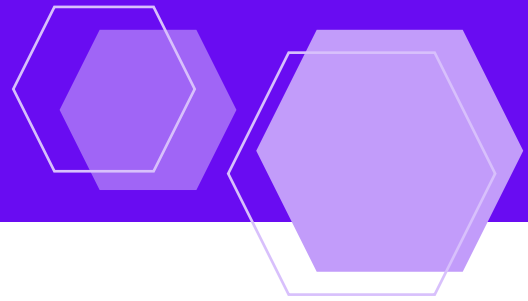
### Pathways / Career Opportunities:

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

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	Year 1: CHC22015 (Cert II) Year 2: CHC32015 (Cert III)
CERTIFICATE NAME	Year 1: Certificate II in Community Services Year 2: Certificate III (partial completion)
ENROLMENT TYPE	VE1
RTO CODE	40548
RTO NAME	IVET Institute
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 120 hrs (3 weeks) of structured workplace learning over the duration of the VCE VET program. <a href="#">Compulsory work placement of 25 hours.</a>
VET CAREER VIDEO	<a href="#">Click here to watch: VET Community Services- Werribee SC</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	WERRIBEE SECONDARY COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	WERRIBEE SECONDARY COLLEGE



## UNITS OF COMPETENCY

### YEAR 1 - CHC22015 CERTIFICATE II IN COMMUNITY SERVICES

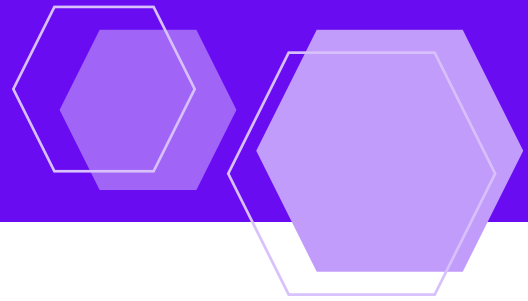
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCCOM005	Communicate and work in health or community services	30	N
BSBWOR202	Organise and complete daily work activities	20	N
HLTWHS001	Participate in workplace health and safety	20	N
HLTAID011	Provide First Aid	18	N
CHCCOM001	Provide first point of contact	35	N
CHCDIV001	Work with diverse people	40	N
BSBWOR201	Manage personal stress in the workplace	40	N
FSKOCM07	Interact effectively with others at work	10	N
FSKLRG09	Use strategies to respond to routine workplace problems	15	N

### YEAR 2 - CHC32015 PARTIAL COMPLETION OF CERT III

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCCS016	Respond to client needs	60	Y
CHCCDE003	Work within a community development framework	65	Y
CHCCDE004	Implement participation and engagement strategies	85	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
 Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: AHC21020 / AHC20422

# CERTIFICATE II IN CONSERVATION AND ECOSYSTEM MANAGEMENT / HORTICULTURE “SUPPORTED PROGRAM”

### Program Description:

Certificate II is regarded as an entry level course. Graduates will have skills and knowledge to become a valued and productive employee within the Amenity Horticulture Industry. Graduates assist with planting and maintaining lawns, shrubs and garden beds in public or private gardens and parks. Upon successful completion of the Certificate II in Horticulture students may choose to complete an apprenticeship or traineeship in Land Conservation and Management type roles.

### Contribution to VCE / VCE VM & VPC

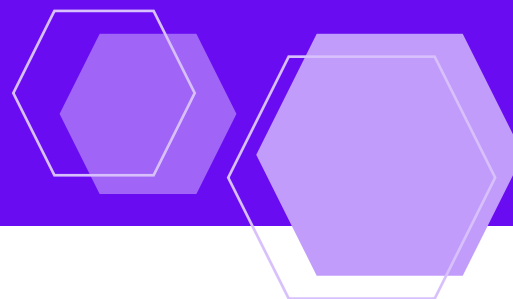
These credits must be confirmed with the VET Coordinator at your school.

### The attire required for students are:

- Closed (safety) non-leather footwear - possible
- Long sleeve – high visibility shirt (preferably not yellow, and bees and bugs get attracted to it), and helmets for side-by-side driving
- Long Tradies Pants
- Disposable Coveralls will be provided
- Gardening gloves and will provide disposable nitrile gloves when handling other materials.
- Hat (summer months and when outside)
- Safety Googles (it will be provided)
- Thermals (during winter).

COURSE CODE	AHC21020
CERTIFICATE NAME	Certificate II in Conservation and Ecosystem Management/Horticulture
ENROLMENT TYPE	VE1
RTO CODE	21316
RTO NAME	ACAH
ATAR	Not scored assessment.
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Horticulture - GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Friday - <b>Full day delivery</b> 9:30am – 2:30pm
HOST SCHOOL - LOCATION	Werribee Park/25 Whites Rd, Werribee South
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday - <b>Full day delivery</b> 9:30am – 2:30pm
HOST SCHOOL - LOCATION	Werribee Park/25 Whites Rd, Werribee South





## UNITS OF COMPETENCY

### YEAR 1

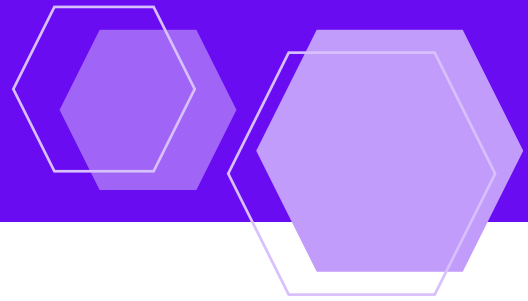
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AHCWHS202	Participate in WHS processes		N
AHCWRK211	Participate in environmentally sustainable work practices		N
AHCCHM201	Apply chemicals under supervision		N
AHCBIO203	Inspect and clean machinery, tools and equipment to preserve biosecurity		N
AHCMOM203	Operate basic machinery and equipment		N
RIISAM203E	Use hand and power tools		N
AHCPGD207	Plant trees and shrubs		N
AHCMOM216	Operate side by side utility vehicles		N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AHCWHS202	Participate in WHS processes		N
AHCWRK211	Participate in environmentally sustainable work practices		N
AHCCHM201	Apply chemicals under supervision		N
AHCIRG221	Assist with pressurised irrigation operations		N
AHCMOM203	Operate basic machinery and equipment		N
RIISAM203E	Use hand and power tools		N
AHCPGD207	Plant trees and shrubs		N
AHCMOM216	Operate side by side utility vehicles		N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
 Programs and units of competency are subject to change prior to commencement.





**COURSE CODE: SIT20421**  
**CERTIFICATE II IN COOKERY**

**Program Description:**

This course equips you with a range of practical skills to operate in a supervised kitchen workplace. During this hands-on program you will develop food handling, preparation skills and further hospitality industry knowledge.

**Pathways / career opportunities**

This program also has a direct pathway into a cookery or patisserie apprenticeship, and you may receive credit towards an apprenticeship qualification. Successful completion of this program can also lead you to a range of entry- level employment opportunities where food is prepared and served, including restaurants, hotels, catering operations, clubs, cafes, cafeterias and coffee shops.

**Contribution to VCE / VCE VM & VPC**

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	SIT20421
CERTIFICATE NAME	Certificate II in Cookery
ENROLMENT TYPE	VE1
RTO CODE	121314
RTO NAME	Read Cloud - AIET
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Hospitality/Kitchen Operations- GET VET (VCAA)</a>

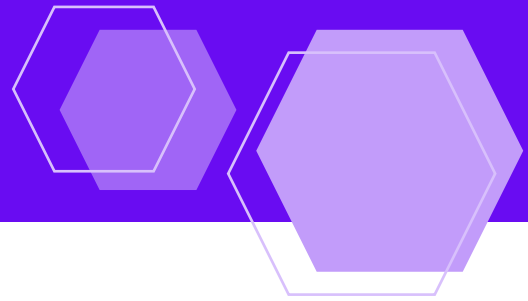
**LOCATION AND TIMES**

**YEAR 1**

VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	HEATHDALE CHRISTIAN COLLEGE

**YEAR 2**

VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 8:30am – 12:30pm
HOST SCHOOL - LOCATION	HEATHDALE CHRISTIAN COLLEGE



## UNITS OF COMPETENCY

### YEAR 1

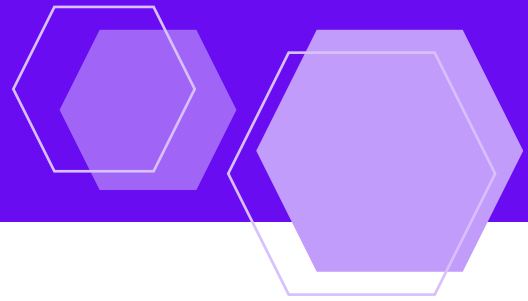
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SITXFA005	Use hygienic practices for food safety	15	N
SITXWHS005	Participate in safe work practices	12	N
SITHCCC023	Use food preparation equipment	25	N
SITHCCC027	Prepare dishes using basic methods of cookery	45	N
SITHKOP009	Clean kitchen premises and equipment	13	N
SITXINV006	Receive, store & maintain stock	20	N
SITHCCC025	Prepare and present sandwiches	10	N
SITHCCC024	Prepare and present simple dishes	25	N
SITHCCC026	Package prepared foodstuffs	15	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SITHCCC029	Stocks, soups and sauces	35	Y
SITHCCC028	Appetisers and Salads	25	Y
SITHCCC034	Work effectively in a commercial kitchen	60	Y
SITHCCC030	Vegetable, Fruit, Eggs and Farinaceous	50	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
 Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: CUA20120 / CUA30120

### CERTIFICATE III IN DANCE (PARTIAL COMPLETION)

#### Program Description:

Certificate II in Dance aims to provide students with the technical and performance skills to begin the process of establishing a career in the entertainment industry. Students will learn the necessary knowledge and skills to enable them to participate in a variety of dance routines. Units 1 and 2 of the programs include developing basic levels of physical condition for dance performance and basic dance techniques, sourcing information on the history and theory of dance and applying it to an area of work. Units 3 and 4 offers scored assessment and incorporates units such as sourcing and applying entertainment industry knowledge, preparing for a dance performance, refining basic dance techniques and applying basic dance techniques for performances.

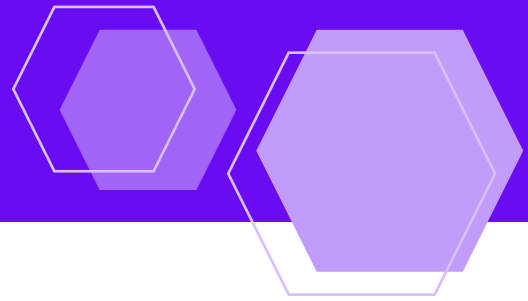
#### Pathways / Career Opportunities:

Completion of Certificate II in Dance will assist students in entering the dance industry. With additional training and experience, future employment opportunities may include dancer, performer, choreographer.

#### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	Year 1: CUA20120 Cert II Year 2: CUA30120 Cert III
CERTIFICATE NAME	Certificate II in Dance (with selected units of competency from the CUA30120 CERT III)
ENROLMENT TYPE	VE1
RTO CODE	20949
RTO NAME	AUSDANCE
ATAR	Scored assessment.
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Dance - GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 12:30pm – 4:30pm
HOST SCHOOL - LOCATION	HOPPERS CROSSING SECONDARY COLLEGE
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	<b>Offered in 2026</b>
HOST SCHOOL - LOCATION	



## UNITS OF COMPETENCY

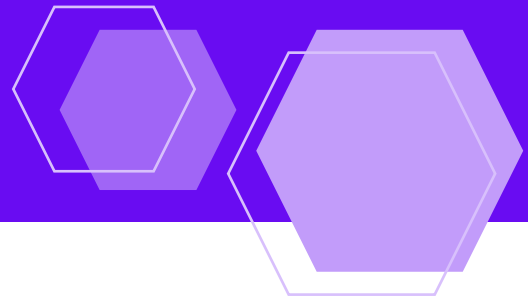
### YEAR 1 - CUA20120 CERTIFICATE II IN DANCE

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUADAN211	Develop basic dance techniques	20	N
CUAPRF211	Prepare for live performances	40	N
CUAWHS111	Follow safe dance practices	60	N
CUAWHS211	Develop a basic level of physical fitness for dance performance	40	N
BSBTWK201	Work effectively with others	40	N
<b>Electives</b>			
CUADAN213	Perform basic jazz dance techniques	80	N
CUADAN218	Perform basic street dance techniques	45	N
CUADAN219	Perform basic cultural dance techniques	45	N
CUADAN220	Perform basic lyrical dance techniques	60	N

### YEAR 2 - CUA30120 PARTIAL COMPLETION OF CERT III IN DANCE

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUADAN212	Incorporate artistic expression into basic dance performances	45	Y
CUAIND211	Develop and apply creative arts industry knowledge	20	Y
CUAPRF314	Develop audition techniques	35	Y
CUAPRF317	Develop performance techniques	35	Y
<b>Electives</b>			
CUADAN315	Increase depth of jazz dance techniques	50	Y
CUADAN317	Increase depth of cultural dance techniques	45	Y
CUADAN319	Increase depth of street dance techniques	45	Y
CUADAN322	Increase depth of lyrical dance techniques	60	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.



## COURSE CODE: CHC30121

# CERTIFICATE III IN EARLY CHILDHOOD EDUCATION & CARE (PARTIAL COMPLETION)

### Program Description:

The Certificate III in Early Childhood Education & Care program provides students with a significant introduction to the knowledge, skills and attributes required to work in early childhood education.

Units of Competency selected for VCE Units 1&2 introduce the frameworks that early learning centres operate in, as well as a First Aid unit.

Units of Competency selected for VCE Units 3&4 add skills and knowledge for working with children.

At the end of this program students have the option of continuing their enrolment as adults in order to complete and achieve the qualification.

Structured Workplace Learning is a requirement of this program. Students are expected to complete a minimum of 40 hours per year in a registered early learning centre. For those students going on to compete the qualification, these hours will count towards the mandatory 160 hours of placement that are a requirement to obtain the qualification.

### Pathways / Career Opportunities:

Completion of this VETDSS program provides students with the hours required to achieve the VET units for VCE VM.

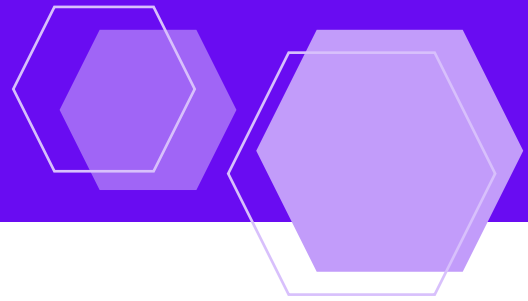
Students may continue to work towards completing the Certificate III in Early Childhood Education and Care post their secondary schooling.

Completion of the qualification enables students to work in registered early learning centres, family day care and outside school hours care programs.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	CHC30121
CERTIFICATE NAME	Certificate III in Early Childhood Education and Care (Partial Completion)
ENROLMENT TYPE	VE1
RTO CODE	4179
RTO NAME	Wyndham Community & Education Centre
ATAR	Not scored assessment.
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Mandatory</b> 40 hours (per year) of work placement is required to fulfil the assessment requirements of this program. Your school may require their students to undertake additional hours of SWL in order to claim a unit credit for VCE. (Additional hours will also be required to complete the full qualification, post secondary school.)
VET CAREER VIDEO	<a href="#">Click here to watch: VET Community Services - GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday AM: 8:30am – 12:00pm PM: 1:00pm – 4:30pm
HOST SCHOOL - LOCATION	Wyndham CEC, delivered at Wayaperri House, 106 Duncans Road, Werribee 3030
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday AM: 8:30am – 12:00pm PM: 1:00pm – 4:30pm
HOST SCHOOL - LOCATION	Wyndham CEC, delivered at Wayaperri House, 106 Duncans Road, Werribee 3030



## UNITS OF COMPETENCY

### YEAR 1

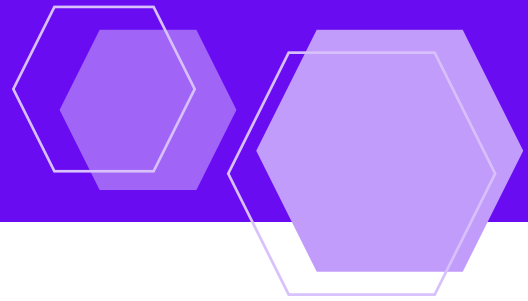
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCECE034	Use an approved learning framework to guide practice	80	N
CHCECE055	Meet legal and ethical obligations in children's education and care	60	N
CHCECE056	Work effectively in children's education and care	65	N
HLTAID012	Provide First Aid in an education and care setting	22	N
HLTWHS001	Participate in workplace health and safety	20	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CHCECE030	Support inclusion and diversity	63	N
CHCECE037	Support children to connect with the natural environment	50	N
BSBSUS411	Implement and monitor environmentally sustainable work practices	40	N
CHCPRP003	Reflect on and improve own professional practice	40	N
CHCPRT001	Identify and respond to children and young people at risk	40	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
 Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: 22499VIC

# CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL)

### Program Description:

The Certificate II in Electrotechnology aims to provide students with the knowledge and skills to achieve units of competence that will enhance their employment prospects in the electrical industry. It also provides students with increased opportunities of gaining an electrical apprenticeship. The program also provides experiences across a number of electrical trades including electrical, electronics, refrigeration and mechanical engineering.

### Pathways / Career Opportunities:

The program will prepare students for entry-level employment in the electrical industry and enhance their opportunity of gaining an electrical apprenticeship. The Certificate II qualification has a clear relationship with further training in the electrical/electronic industry. It is anticipated that students progressing to an apprenticeship may receive credits towards their off-the-job training in the apprenticeship.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

**Additional Costs:** Protective clothing and minor equipment may also need to be purchased.

### Holiday Training (may be subject to change)

Holiday Training may be expected for this course and will be confirmed at a later date.

### Program Requirements

This course includes the delivery of First Aid & Construction Induction (White Card). If you already have completed these units previously it is a great benefit! You MUST email [vetschools@gordontafe.edu.au](mailto:vetschools@gordontafe.edu.au) your USI Transcript or Statement of Attainment prior to starting the course.

COURSE CODE	22499VIC
CERTIFICATE NAME	Certificate II in Electrotechnology (Pre-vocational)
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Electrical Industry - GET VET (VCAA)</a>

### LOCATION AND TIMES

#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday AM: 8:30am – 12:30pm PM: 1:00pm – 5:00pm

HOST SCHOOL - LOCATION	WYNDHAM CENTRAL COLLEGE Trade Training Centre
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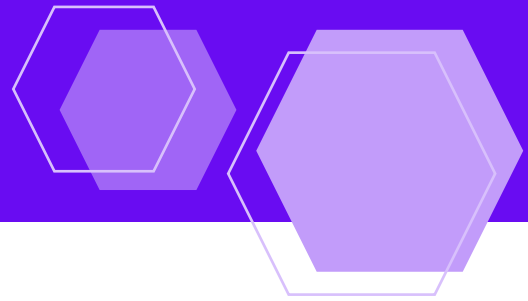
#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday AM: 8:30am – 12:30pm PM: 1:00pm – 5:00pm

HOST SCHOOL - LOCATION	WYNDHAM CENTRAL COLLEGE Trade Training Centre
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*Note: There may be a need for the Electro students to attend an extra week at the end of the year due to course workload.*





## UNITS OF COMPETENCY

### YEAR 1

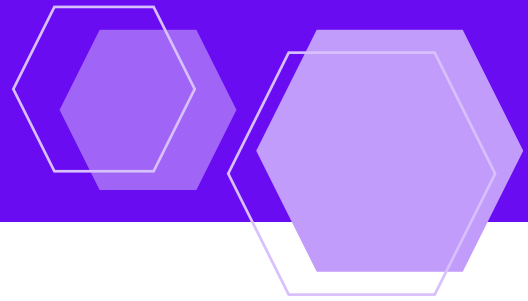
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
UEENEEE101A	Apply occupational health and safety regulations, codes and practices in the workplace	20	N
VU22670	Provide an overview of the electro technology industry	30	N
VU22333	Perform intermediate engineering computations	40	N
UEENEEE103A	Solve problems in ELV single path circuits	40	N
VU21544	Install a sustainable extra low voltage energy power system	30	N
UEENEEE105A	Fix and secure electro technology equipment	20	N
UEENEEJ104A	Establish the basic operating conditions of air conditioning systems	20	N
HLTAID011	Provide first aid	18	N
CPCCWHS1001	Prepare to work safely in the construction industry	6	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components	40	N
VU22671	Use test equipment in the electrotechnology industry	20	N
UEENEEP024A	Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply	20	N
UEENEEP026A	Conduct in-service safety testing of electrical cord connected equipment and cord assemblies	20	N
VU22672	Carry out basic electrotechnology project	40	N
VU22673	Carry out basic network cabling for extra low voltage (ELV) equipment and devices	30	N
UEENEEJ104A	Establish the basic operating conditions of air conditioning Systems	20	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: 22499VIC

# CERTIFICATE II IN ELECTROTECHNOLOGY (PRE-VOCATIONAL) [VICTORIA UNIVERSITY]

### Program Description:

This course with Victoria University Polytechnic can help you get your foot in the door. It will give you the industry skills and knowledge to gain access to a wide range of apprenticeships offered in the electrotechnology industry. You'll develop technical skills and knowledge that will ensure you are ready for work in the electrical trade, including:

- basic electrical theory and workshop practices
- basic network cabling for extra low voltage (ELV) equipment and devices
- use of test instruments in the electrotechnology industry
- wiring and installation
- provision of basic sustainable energy solutions in domestic premises
- fabrication, assembling and dismantling utilities industry components
- working with electrotechnology equipment and use of test instruments
- workplace safety and first aid.

You will graduate with a nationally recognised qualification as well as credits for further training as an apprentice, or trainee in the electrotechnology industry in areas such as: electrical, renewable energy, air conditioning/refrigeration Instrumentation.

### Pathways / Career Opportunities:

When you graduate, you could find employment in roles such as:

- apprentice electrician
- apprentice electrical fitter
- apprentice air conditioning and refrigeration mechanic
- renewable energy systems installer
- electrical engineering technician
- data and security installations.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

**Equipment:** overalls or workpants with rule pocket, safety boots, PPE – earplugs, safety glasses, calculator / A4 ring binder / ballpoint pen and notebook.

COURSE CODE	22499VIC
CERTIFICATE NAME	Certificate II in Electrotechnology Studies (Pre-vocational)
ENROLMENT TYPE	VE1
RTO CODE	3113
RTO NAME	Victoria University
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	Strongly recommended VCAA strongly recommends that students undertake a minimum of 80 hours of SWL over the duration of the VCE VET Certificate II in Electrotechnology Studies.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Electrical Industry - GET VET (VCAA)</a>

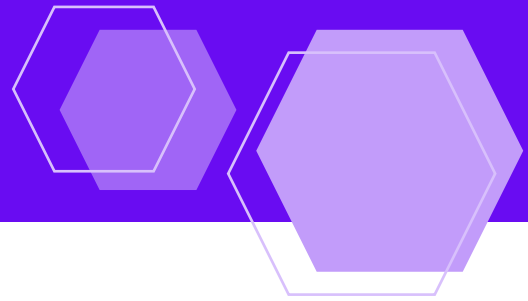
### LOCATION AND TIMES

#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday - <b>Full day delivery</b> 8:30am – 3:30pm Friday - <b>Full day delivery</b> 8:30am – 3:30pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS, BUILDING 1, 235 HOPPERS LANE, WERRIBEE

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday - <b>Full day delivery</b> 8:30am – 3:30pm Friday - <b>Full day delivery</b> 8:30am – 3:30pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS, BUILDING 1, 235 HOPPERS LANE, WERRIBEE



## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCWHS1001	Prepare to work safely in the construction industry	6	N
HLTAID011	Provide First Aid	18	N
UEENEEE101A	Apply Occupational Health and Safety regulations, codes and practices in the workplace	20	N
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components	40	N
UEENEEE103A	Solve problems in ELV single path circuits	40	N
UEENEEE105A	Fix and secure electrotechnology equipment	20	N
VU22333	Perform intermediate engineering computations	40	N
VU21544	Install a sustainable extra low voltage energy power system	30	N

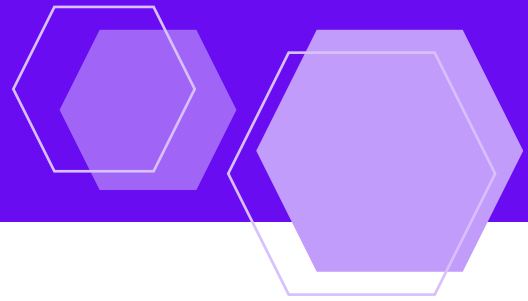
### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
UEENEEJ104A*	Establish the basic operating conditions of air conditioning systems	20	N
VU22670	Provide an overview of the electrotechnology industry	30	N
VU22671	Use test instruments in the electrotechnology industry	20	N
VU22672	Carry out basic electrotechnology project	40	N
VU22673	Carry out basic network cabling for extra low voltage (ELV) equipment and devices	30	N
UEENEEJ102A*	Prepare and connect refrigeration tubing and fittings	40	N
VU22669	Perform energy sector installations of extra low voltage (ELV) single path circuits	40	N

An asterisk (\*) against a unit code indicates that there is a prerequisite requirement that must be met. Prerequisite unit(s) must be assessed before assessment of any unit of competency with an asterisk.

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: 22589VIC

# CERTIFICATE III IN EMERGING TECHNOLOGIES

### Program Description:

This course will allow students to complete Certificate III in Emerging Technologies.

The Certificate III in Emerging Technologies program prepares students for entry-level positions in a range of industry, business and community contexts. It can also lead to further education and training or directly into employment, and aims to develop transferable skills and knowledge in the use of emerging technologies.

The Certificate III in Emerging Technologies qualification reflects the varied and in demand roles required in the digital world and how to apply a broad range of competencies using some discretion, judgement and relevant theoretical knowledge. Students will develop enterprise skills and the technical knowledge needed to solve work-place challenges, the impact of evolving technology on jobs, and engage in product design, 3D printing and Smart Cities.

The importance of digital literacy in the workforce will be addressed, and students will gain a deeper understanding of its importance to their work lives.

### Pathways / Career Opportunities:

Completion of the Certificate III in Emerging Technologies provides a pathway into training and employment in a range of industry, business and community contexts. Some potential occupations may include Multimedia Designer, Social Media Administrator, New Product Designer, Smart Cities Developer, Digital Technician. Further pathways to the Certificate IV in Information Technology and Certificate IV in Cyber Security, through to Diploma and Bachelor levels.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	22589VIC
CERTIFICATE NAME	Certificate III in Emerging Technologies
ENROLMENT TYPE	VE1?
RTO CODE	3113
RTO NAME	Victoria University Polytechnic
ATAR	No scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.

VET CAREER VIDEO

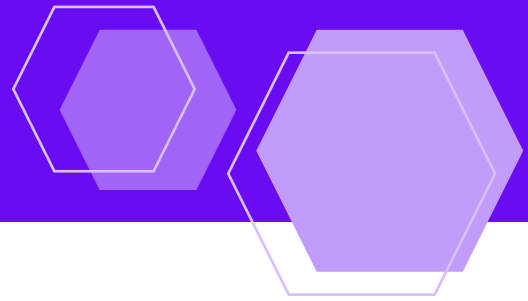
### LOCATION AND TIMES

#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday- <b>Full day delivery</b> 8:30am-5:00pm
HOST SCHOOL - LOCATION	Wyndham Tech School, VU Werribee Campus, Building 14, Gate 2 via, 235 Hoppers Ln, Werribee

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday- <b>Full day delivery</b> 8:30am-5:00pm
HOST SCHOOL - LOCATION	Wyndham Tech School, VU Werribee Campus, Building 14, Gate 2 via, 235 Hoppers Ln, Werribee



## UNITS OF COMPETENCY

### YEAR 1

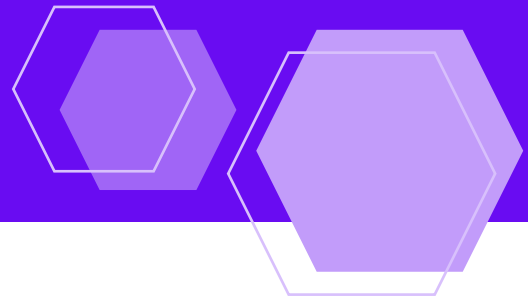
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU23136	Develop enterprise skills for solving workplace challenges	30	N
VU23137	Apply enterprise skills in a team to develop solutions to workplace problems	20	N
VU23164	Explore and prepare for 3D printing in industry	20	N
VU23151	Develop a career plan for technology and digital futures	20	N
VU23152	Present information to support decision making using common business applications	30	N
VU23153	Explore evolving technology and impact on jobs	20	N
VU23142	Investigate applications for Smart Cities technology	30	N
BSBWHS211	Contribute to the health and safety of self and others	20	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUADIG304	Create visual design components	30	N
ICTWEB305	Produce digital images for the web	40	N
CUADIG311	Prepare video assets	30	N
CUADES201	Follow a design process	50	N
BSBCRT413	Collaborate in creative processes	40	N
CUADES202	Evaluate the nature of design in a specific industry context	30	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
 Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: 22632VIC

# CERTIFICATE II IN ENGINEERING STUDIES

### Program Description:

This program provides students with the knowledge and skills to achieve competence that will enhance their employment prospects in the engineering or engineering related industries

### Pathways / Career Opportunities:

The Certificate II program provides pre-employment training for pathways into engineering apprenticeships. Articulation into higher level courses is also available.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

**Additional Costs:** Protective clothing and minor equipment may also need to be purchased.

COURSE CODE	22632VIC
CERTIFICATE NAME	Certificate II in Engineering Studies
ENROLMENT TYPE	VE1
RTO CODE	3784
RTO NAME	Educational Living
ATAR	Scored Assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
VET CAREER VIDEO	<a href="#">Click here to watch: VET Engineering Studies – Mackillop College Werribee /Educational Living</a>

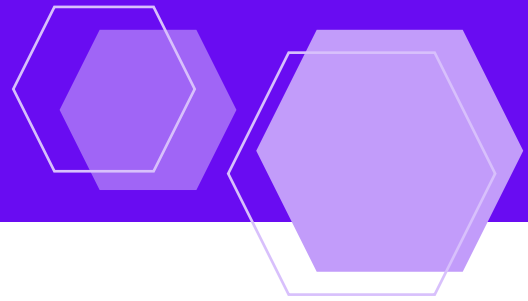
### LOCATION AND TIMES

#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 8:00am – 12:00pm
HOST SCHOOL - LOCATION	MACKILLOP COLLEGE WERRIBEE Trade Training Centre

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	MACKILLOP COLLEGE WERRIBEE Trade Training Centre



## UNITS OF COMPETENCY

### YEAR 1

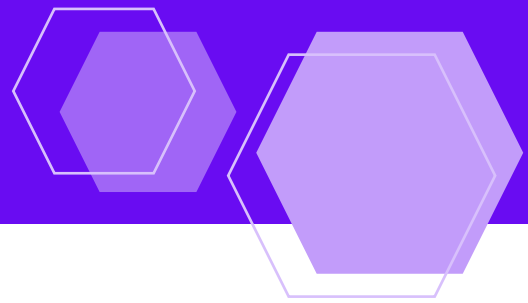
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU23481	Apply occupational health and safety principles in an engineering environment	20	N
VU23475	Safely use hand tools and hand held power tools for general engineering applications	40	N
VU23477	Interpret and prepare basic two and three dimensional engineering drawings	30	N
VU23478	Perform basic machining processes	40	N
VU23479	Apply basic fabrication techniques	40	N
VU23476	Report on the sectors and employment in the manufacturing, engineering and related industries	20	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
MEMPE006A	Undertake a basic engineering project	80	Y
VU22333	Perform intermediate engineering computations (F / M / T)	40	Y
VU22334	Produce basic engineering components and products using fabrication and machining operations (F / M)	60	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: AHC20422

# CERTIFICATE II IN HORTICULTURE

### Program Description:

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

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

### The attire required for students are:

- Closed (safety) non-leather footwear - possible
- Long sleeve – high visibility shirt (preferably not yellow, and bees and bugs get attracted to it), and helmets for side-by-side driving
- Long Tradies Pants
- Disposable Coveralls will be provided
- Gardening gloves and will provide disposable nitrile gloves when handling other materials.
- Hat (summer months and when outside)
- Safety Goggles (it will be provided)
- Thermals (during winter).

COURSE CODE	AHC20422
CERTIFICATE NAME	Certificate II in Horticulture
ENROLMENT TYPE	VE1
RTO CODE	21316
RTO NAME	ACAH
ATAR	Not scored assessment.
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Horticulture - GET VET (VCAA)</a>

### LOCATION AND TIMES

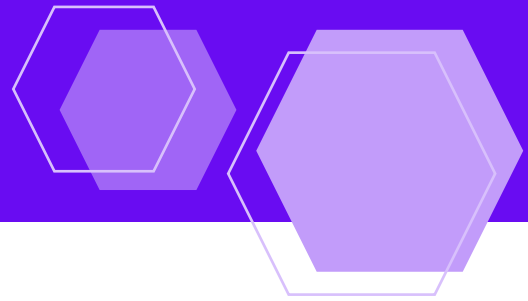
#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday - Full day delivery 9:30am – 2:30pm
HOST SCHOOL - LOCATION	Werribee Park/25 Whites Rd, Werribee South

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday - Full day delivery 9:30am – 2:30pm
HOST SCHOOL - LOCATION	Werribee Park/25 Whites Rd, Werribee South





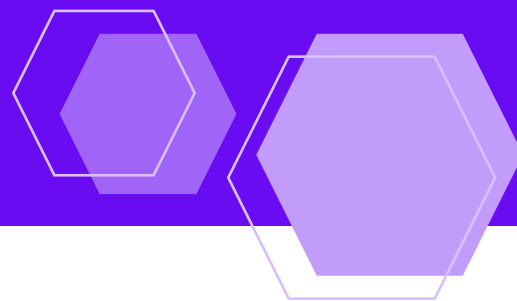
## UNITS OF COMPETENCY

### ALL STUDENTS IN YEAR 1 & 2 ARE STUDYING THE SAME UNITS IN 2024

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
AHCWHS202	Participate in WHS processes		N
AHCWRK211	Participate in environmentally sustainable work practices		N
AHCCHM201	Apply chemicals under supervision		N
AHCIRG221	Assist with pressurised irrigation operations		N
AHCMOM203	Operate basic machinery and equipment		N
RIISAM203E	Use hand and power tools		N
AHCPGD207	Plant trees and shrubs		N
AHCMOM216	Operate side by side utility vehicles		N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: SIT20322 & SIT20421

# CERTIFICATE II IN HOSPITALITY & CERTIFICATE II IN COOKERY [DUAL PROGRAM]

### Program Description:

The VCE VET Hospitality program is drawn from a national training package and offers portable qualifications which are recognised throughout Australia. These qualifications provide students with a broad range of skills and knowledge to prepare them for a diverse range of occupations in the hospitality industry including commercial cookery, catering and food and beverage service. Scored assessment is available for the Scored Unit 3-4 sequence of the VCE VET Hospitality program. At the end of successfully completing Year 1, you will receive the SIT20322 Certificate II in Hospitality. At the successful completion of the 2nd year of the program, you will receive SIT20421 Certificate II in Cookery.

### Pathways / Career Opportunities:

SIT20322 Certificate II in Hospitality reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine and repetitive tasks and work under direct supervision. This qualification provides a pathway to work in various hospitality settings, such as restaurants, hotels, motels, catering operations, clubs, pubs, cafes, and coffee shops.

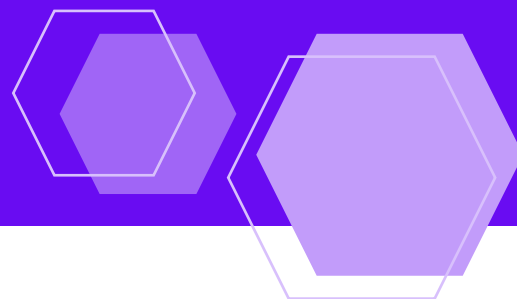
SIT20421 Certificate II in Cookery may prepare individuals with a limited range of food preparation and cookery skills to prepare food and menu items in a kitchen. Graduates typically provide routine and repetitive tasks and are directly supervised. This qualification does not meet the requirements for trade recognition as a cook but can provide a pathway towards achieving that.

Pathways may include employment into various workplaces within the hospitality industry such as restaurants, hotels, catering operations, clubs, pubs, cafes, coffee shops, institutions, aged care facilities, hospitals, prisons, and schools. Typical roles include breakfast cook, catering assistant, fast food cook, sandwich hand, and takeaway cook.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	SIT20322 Certificate II in Hospitality SIT20421 Certificate II in Cookery
CERTIFICATE NAME	Certificate II in Hospitality Certificate II in Cookery
ENROLMENT TYPE	VE1
RTO CODE	45732
RTO NAME	VEG Education t/a Food Futures
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program. (40 hours each YEAR -back of house - <i>Fast food retail outlets are not acceptable</i> )
VET CAREER VIDEO	<a href="#">Click here to watch: VET Hospitality- GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 12:00pm – 4:30pm
HOST SCHOOL - LOCATION	THE GRANGE P-12 COLLEGE Trade Training Centre
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday 8:30am – 12:30pm
HOST SCHOOL - LOCATION	THE GRANGE P-12 COLLEGE Trade Training Centre



## UNITS OF COMPETENCY

### YEAR 1 - SIT20322 CERTIFICATE II IN HOSPITALITY

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBTWK201	Work effectively with others	40	N
SITHIND006	Source and use information on the hospitality industry	25	N
SITHIND007	Use hospitality skills effectively	0	N
SITXCCS011	Interact with customers	20	N
SITXCOM007	Show social and cultural sensitivity	20	N
SITXWHS005	Participate in safe work practices	12	N
SITXFSA005	Use hygienic practices for food safety	15	N
SITHCCC024	Prepare and present simple dishes	25	N
SITHCCC025	Prepare and present sandwiches	10	N
SITXINV006	Receive, store and maintain stock	20	N
SITHCCC023	Use food preparation equipment	25	N
SITHKOP009	Clean kitchen premises and equipment	13	N

### YEAR 1 - SIT20421 CERTIFICATE II IN COOKERY

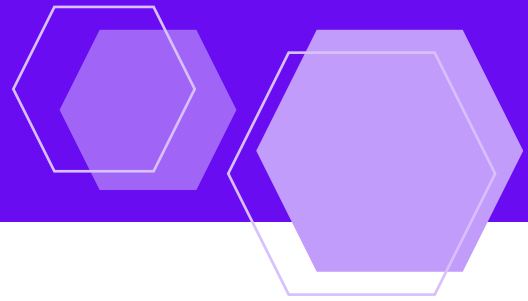
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SITHCCC023	Use food preparation equipment	25	N
SITHCCC027	Prepare dishes using basic methods of cookery	45	N
SITHKOP009	Clean kitchen premises and equipment	13	N
SITXFSA005	Use hygienic practices for food safety	15	N
SITXINV006	Receive, store and maintain stock	20	N
SITXWHS005	Participate in safe work practices	12	N
SITHCCC024	Prepare and present simple dishes	25	N
SITHCCC025	Prepare and present sandwiches	10	N
SITXCCS011	Interact with customers	20	N

### YEAR 2 - SIT20421 CERTIFICATE II IN COOKERY [2025]

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SITHCCC034	Work effectively in a commercial Kitchen		Y
SITHCCC028	Prepare Appetisers and Salads		Y
SITHCCC029	Prepare stock, sauce and soups		Y
SITHCCC030	Prepare vegetable, fruit, eggs and farinaceous dishes		Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commence.





## COURSE CODE: SIT20322

### CERTIFICATE II IN HOSPITALITY “SUPPORTED PROGRAM”

#### Program Description:

The main focus of this course is to support students with additional learning needs to meet their individual pathways.

Begin training for a career in hospitality while you complete your secondary school studies, with the Certificate II in Hospitality. This introductory course equips you with basic hospitality knowledge and skills. This qualification provides the practical skills and knowledge to be competent in a range of activities and functions in hospitality venues where food is prepared and served, including restaurants, hotels, catering operations, clubs, pubs cafes and coffee shops.

#### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	SIT20322
CERTIFICATE NAME	Certificate II in Hospitality
ENROLMENT TYPE	VE1
RTO CODE	3113
RTO NAME	Victoria University
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
VET CAREER VIDEO	<a href="#">Click here to watch: VET Hospitality- GET VET (VCAA)</a>

#### LOCATION AND TIMES

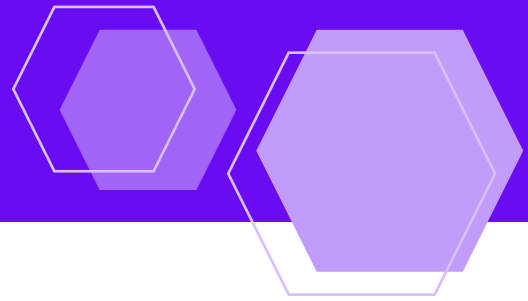
##### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Offered in 2026

HOST SCHOOL -  
LOCATION

##### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday - <b>Full day delivery</b> 9:30am – 3:00pm
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY Footscray Nicholson Campus



## UNITS OF COMPETENCY

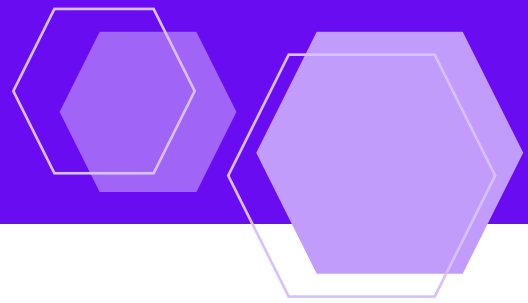
### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBTWK201	Work effectively with others	40	N
SITHIND006	Source and use information on the hospitality industry	25	N
SITHIND007	Use hospitality skills effectively	0	N
SITXCCS011	Interact with customers	20	N
SITXCOM007	Show social and cultural sensitivity	20	N
SITXWHS005	Participate in safe work practices	12	N
SITHFAB021	Provide responsible service of alcohol	10	N
SITXFSA005	Use hygienic practices for food safety	15	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
SITHFAB024	Prepare and serve non-alcoholic beverages	20	N
SITHFAB027	Serve food and beverage	80	N
SITXFIN007	Process financial transactions	25	N
SITHFAB022	Clean and tidy bar areas	15	N
SITHFAB025	Prepare and serve espresso coffee	30	N
SITHFAB036	Provide advice on food	40	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.



## COURSE CODE: ICT30120

# CERTIFICATE III IN INFORMATION TECHNOLOGY

### Program Description:

This course will equip the student with comprehensive skills and knowledge to enter the information and communications technology (ICT) field. The course provides the introductory skills and knowledge with an emphasis on ICT support and computer networking. The course incorporates theoretical, practical and hands-on training in areas such as PC hardware and software maintenance; server administration; client operating systems; and workplace skills. The students will be enrolled in enough units over the two years to obtain the full certificate, but VCAA requires only partial completion to obtain satisfactory VCE VET study score. These units are outlined below. The choice is with the students if they want to complete the full certificate by working on the additional units or follow the VCAA pathway which will only be entitled the student to a Statement of Attainment from the RTO.

### Pathways / Career Opportunities:

Upon the successful completion of the full certificate a student may seek employment as part of an ICT support team – network technicians, help desk assistant or software support being options. Tertiary pathways/degrees qualifications in ICT networking at Certificate IV or diploma level at TAFE or numerous university degrees in ICT.

**NOTE:** the support stream is the focus of the course at Wyndham Central

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	ICT30120
CERTIFICATE NAME	Certificate III in Information Technology
ENROLMENT TYPE	VE1
RTO CODE	40548
RTO NAME	IVET Institute
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
VET CAREER VIDEO	<a href="#">Click here to watch: VET Information Technology- GET VET (VCAA)</a>

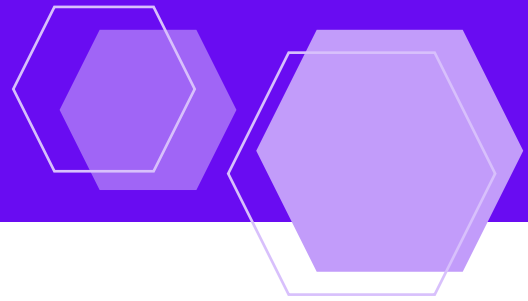
### LOCATION AND TIMES

#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	WERRIBEE SECONDARY COLLEGE

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm – 4:30pm
HOST SCHOOL - LOCATION	WYNDHAM CENTRAL COLLEGE



## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBXTW301	Work in Team	40	N
BSBXCS303	Securely manage personally identifiable information and workplace information	40	N
BSBCRT301	Develop and extend critical and creative thinking skills	40	N
ICTPRG302	Apply introductory programming techniques	40	N
ICTICT213	Use computer operating systems and hardware	60	N
ICTICT214	Operate application software packages	60	N
ICTSAS308	Run standard diagnostic tests – replacing 2D digital animations	20	N

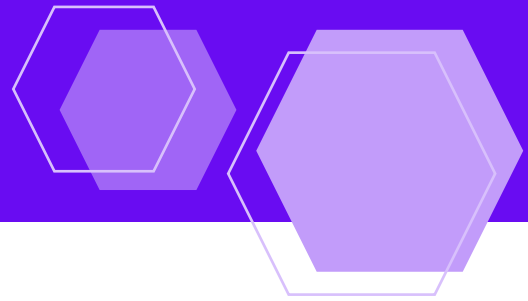
### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
ICTSAS310	Install, configure and secure a small office or home network	50	Y
ICTSAS305	Provide ICT advice to clients	40	Y
ICTSAS309	Maintain and repair equipment and software	20	Y
ICTSAS312	Provide basic system administration	20	Y
ICTICT313	Identify IP, ethics and privacy policies in ICT environments	50	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
 Programs and units of competency are subject to change prior to commencement.







**COURSE CODE: CUA30920**

**CERTIFICATE III IN MUSIC (PERFORMANCE) – NOT RUNNING IN 2025**

**Program Description:**

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

**Pathways / Career Opportunities:**

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

**Contribution to VCE / VCE VM & VPC**

These credits must be confirmed with the VET Coordinator at your school.

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

COURSE CODE	CUA30920
CERTIFICATE NAME	Certificate III in Music (Performance)
ENROLMENT TYPE	VE1
RTO CODE	41549
RTO NAME	COSAMP
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
VET CAREER VIDEO	<a href="#">Click here to watch: VET Music- GET VET (VCAA)</a>

**LOCATION AND TIMES**

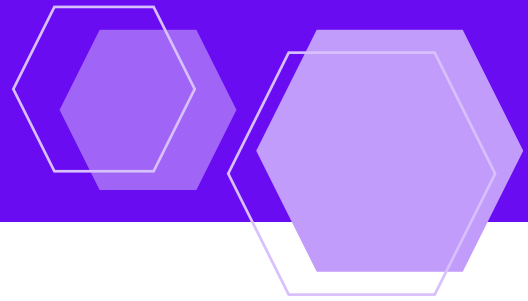
**YEAR 1**

VCE UNITS	UNITS 1 & 2
DAY & TIME	Offered in 2026

HOST SCHOOL - LOCATION

**YEAR 2**

VCE UNITS	UNITS 3 & 4
DAY & TIME	
HOST SCHOOL - LOCATION	



## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUACMP311	Implement copyright arrangements	20	N
CUAIND313	Work effectively in the music industry	35	N
CUAIND314	Plan a career in the creative arts industry	35	N
CUAMPF213	Perform simple repertoire in ensembles	50	N
CUAMCP311	Create simple Musical composition	35	N
CUAMCP312	Write song Lyrics	30	N

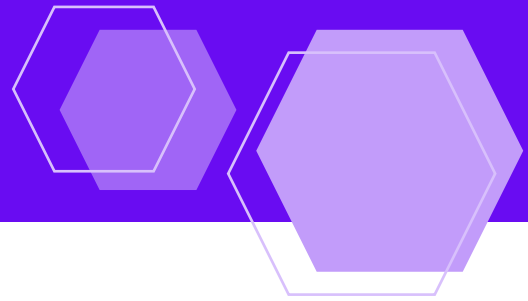
### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUAMPF412	Develop and apply stagecraft skills	70	Y
CUAMPF311	Develop technical skills for musical performances	20	Y
CUAMPF312	Prepare for musical performances	35	Y
CUAMPF315	Develop and perform musical improvisation	35	Y
CUAMPF416	Perform music as a soloist OR	70	Y
CUAMPF414	Perform Music as part of a group	70	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
 Programs and units of competency are subject to change prior to commencement.



COLLEGE OF SOUND  
AND MUSIC PRODUCTION



## COURSE CODE: CUA30920

# CERTIFICATE III IN MUSIC (SOUND PRODUCTION)

### Program Description:

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

### Pathways / Career Opportunities:

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

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	CUA30920
CERTIFICATE NAME	Certificate III in Music (Sound Production)
ENROLMENT TYPE	VE1
RTO CODE	41549
RTO NAME	COSAMP
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program
VET CAREER VIDEO	<a href="#">Click here to watch: VET Music Sound Production – Thomas Carr College</a>

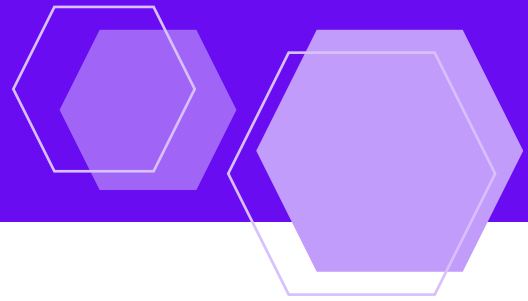
### LOCATION AND TIMES

#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:00pm-4:45pm
HOST SCHOOL - LOCATION	THOMAS CARR COLLEGE

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	TBC
HOST SCHOOL - LOCATION	THOMAS CARR COLLEGE



## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUASOU212	Performing basic sound editing	30	N
CUACMP311	Implementing Copyright arrangements	20	N
CUAIND313	Work effectively in the music industry	35	N
CUAIND314	Plan a career in the creative arts industry	35	N
CUASOU213	Assist with sound recordings	35	N
CUASOU331*	Undertake live audio operations	100	N
CUASOU308	Install and disassemble audio equipment	40	Y

\* CUASOU331- Will be completed over the 2 years. **VASS admin to put NC for year 1**

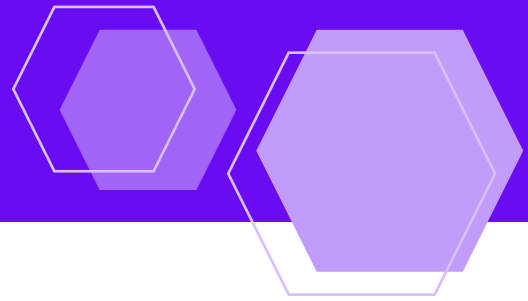
### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUASOU306	Operate sound reinforcement systems	40	Y
CUASOU317	Record and mix basic demos	40	Y
CUASOU321	Mix music in studio environments	60	Y
CUASOU412	Manage audio input sources	30	Y
CUASOU331*	Undertake live audio operations	100	Y

\* CUASOU331- Will be completed over the 2 years.

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: 22569VIC

# CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP) (PARTIAL COMPLETION)

### Program Description:

The Certificate II in Plumbing (Pre-Apprenticeship) will equip you with the basic skills and knowledge to enter the plumbing or associated building industries and is designed to enhance your apprenticeship prospects. The program covers relevant material, equipment, and occupational health and safety procedures to ensure you work safely and effectively on building sites.

### Pathways / Career Opportunities:

The direct career pathway from this program is being employed in a full-time apprenticeship. Graduates will need to be employed by a Licensed Plumber before they continue their training as an apprentice.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

**Additional Costs:** Protective clothing and minor equipment may also need to be purchased.

### Holiday Training (may be subject to change)

Holiday Training may be expected for this course and will be confirmed at a later date.

**Program Requirements** This course includes the delivery of First Aid & Construction Induction (White Card). If you already have completed these units previously it is a great benefit! You **MUST** email [vetinschools@gordontafe.edu.au](mailto:vetinschools@gordontafe.edu.au) your USI Transcript or Statement of Attainment prior to starting the course.

COURSE CODE	22569VIC
CERTIFICATE NAME	Certificate II in Plumbing (Pre-apprenticeship) (partial completion)
ENROLMENT TYPE	VE1
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Plumbing - GET VET (VCAA)</a>

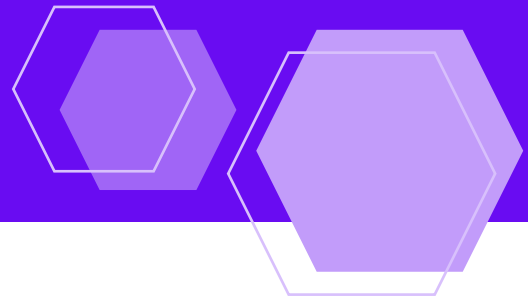
### LOCATION AND TIMES

#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday AM: 8:00am – 12:15pm PM: 12:45pm – 5:00pm
HOST SCHOOL - LOCATION	WYNDHAM CENTRAL COLLEGE Trade Training Centre

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Friday AM: 9:00am – 1:00pm
HOST SCHOOL - LOCATION	WYNDHAM CENTRAL COLLEGE Trade Training Centre



## UNITS OF COMPETENCY

### YEAR 1

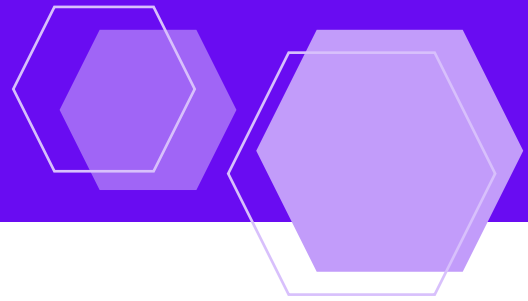
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCCM1015	Carry out measurements and calculations	20	N
CPCCCM2001	Read and interpret plans and specifications	36	N
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20	N
VU23054	Use basic plumbing hand tools	50	N
VU23056	Use plumbing pipes, fitting and fixtures to simulate plumbing installations	30	N
VU23051	Prepare to work in the plumbing industry	20	N
VU23052	Use and apply basic levelling equipment for plumbing	8	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUAACD303	Produce technical drawings	50	N
VU23046	Apply basic sheet metal practices	50	N
VU23048	Fabricate simple plumbing pipe systems	30	N
VU23055	Use basic power tools	20	N
VU23047	Cut and penetrate building materials and structures	30	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: 22569VIC

# CERTIFICATE II IN PLUMBING (PRE-APPRENTICESHIP) [VICTORIA UNIVERSITY]

### Program Description:

This introductory course equips you with knowledge and skills for entry into an apprenticeship (Certificate III in Plumbing) providing a specific range of foundational plumbing techniques.

You will learn

- Working safely as part of a team
- Measuring and calculating
- Using basic industry terminology to communicate effectively
  - ◆ Reading plans and specifications
  - ◆ Selecting and using plumbing tools, equipment, and materials
  - ◆ Producing simple technical drawings
  - ◆ Using basic welding equipment
  - ◆ Using plumbing pipes, fittings, and fixtures
- to simulate plumbing installations.

### Pathways / Career Opportunities:

The plumbing services industry provides licensed plumbing and drainage services including installing and repairing water supply, sewer lines, septic tanks, drainage and gas systems. Plumbers mostly work in small businesses. This pre-apprenticeship from Victoria University can help you get your foot in the door. It will give you the industry skills to apply for an apprenticeship and start your career in plumbing. Employers often prefer apprentice applicants that have undertaken a pre-apprenticeship.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

**Additional Costs:** Protective clothing and minor equipment may also need to be purchased.

### Program Requirements:

COURSE CODE	22569VIC
CERTIFICATE NAME	Certificate II in Plumbing (Pre-apprenticeship)
ENROLMENT TYPE	VE1
RTO CODE	3113
RTO NAME	Victoria University
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> A minimum of 10 days' work placement spread over two years is strongly recommended within this program. Work placement may occur during the term holidays.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Plumbing - GET VET (VCAA)</a>

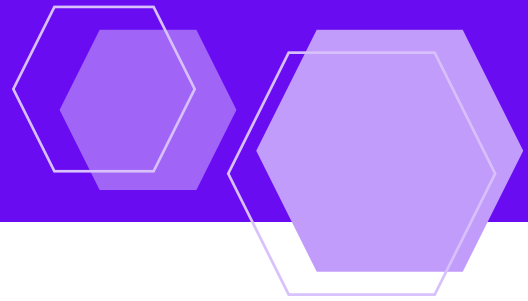
### LOCATION AND TIMES

#### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday - <b>Full day delivery</b> 8:30am – 3:30pm (2 classes)
HOST SCHOOL - LOCATION	VICTORIA UNIVERSITY POLYTECHNIC WERRIBEE CAMPUS, BUILDING 1, 235 HOPPERS LANE, WERRIBEE

#### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	<b>Offered in 2026</b>
HOST SCHOOL - LOCATION	



## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CPCCWHS1001	Prepare to work safely in the construction industry		
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry		
CPCPCM2039A	Carry out interactive workplace communication		
VU23054	Use basic plumbing hand tools		
VU23055	Use basic power tools		
CPCCCM1015	Carry out measurements and calculations		
CUAACD303	Produce technical drawings		
VU23046	Apply basic sheet metal practices		
VU23048	Fabricate simple plumbing pipe systems		

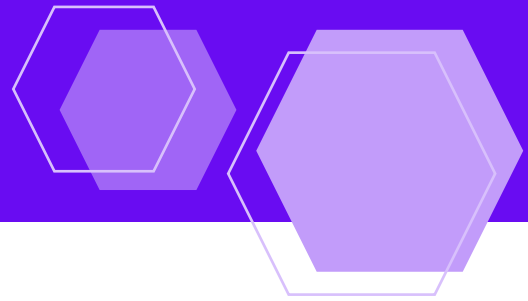
### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU23051	Prepare to work in the plumbing industry		
HLTAID010	Provide basic emergency life support		
VU23053	Use basic electric welding equipment and techniques		
VU23050	Perform basic oxy-acetylene welding and cutting		
VU23052	Use and apply basic levelling equipment for plumbing		
BSBWRT311	Write simple documents		
CPCCCM2001	Read and interpret plans and specifications		
VU23049	Identify career pathways in the plumbing industry		
VU23056	Use plumbing pipes, fittings and fixtures to simulate plumbing installations		
VU23047	Cut and penetrate building materials and structures		
VU23051	Prepare to work in the plumbing industry		

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.







## COURSE CODE: CUA31020

### CERTIFICATE III IN SCREEN AND MEDIA – NOT RUNNING IN 2025

#### Program Description:

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

#### Pathways / Career Opportunities:

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

#### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	CUA31020
CERTIFICATE NAME	Certificate III in Screen and Media
ENROLMENT TYPE	VE1
RTO CODE	121314
RTO NAME	AIET
ATAR	Scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Creative and Digital Media- GET VET (VCAA)</a>

#### LOCATION AND TIMES

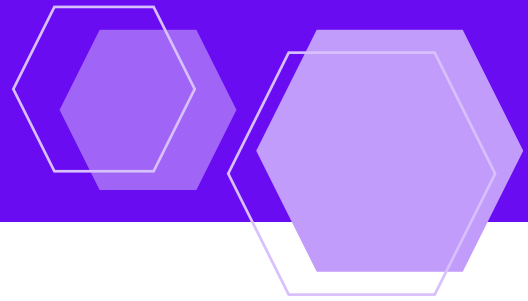
##### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	<b>NOT RUNNING IN 2025</b>

HOST SCHOOL -  
LOCATION

##### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	<b>NOT RUNNING IN 2025</b>
HOST SCHOOL - LOCATION	



## UNITS OF COMPETENCY

### YEAR 1

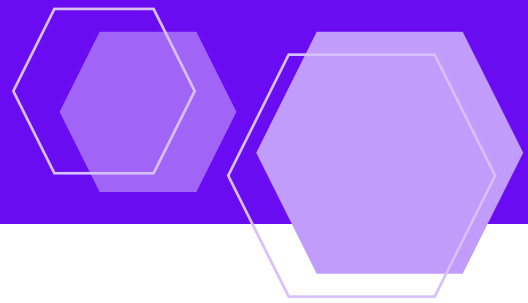
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
ICTWEB306	Develop web presence using social media	30	N
CUACAM211	Assist with basic camera shoots	30	N
CUAWHS312	Apply work health and safety practices	30	N
CUAIND311	Work effectively in the creative arts industry	50	N
CUADIG303	Produce and prepare photo images	20	N
BSBCRT311	Apply critical thinking skills in a team environment	40	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUADIG312	Author interactive sequences	40	Y
CUADES302	Explore and apply the creative design process to 2D forms	60	Y
CUAWRT301	Write content for a range of media	40	Y
CUAANM301	Create 2D digital animations	35	Y
CUADIG304	Create visual design components	30	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
 Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: SIS20122 & SIS30122

# CERTIFICATE II IN SPORT & RECREATION & CERTIFICATE III IN SPORT, AQUATICS AND RECREATION [DUAL PROGRAM]

### Program Description:

The SIS20122-SIS30122 dual-qualification pathway offers all the benefits of a standard SIS30122 program but with the added bonus of a genuine exit point for those students who only complete Year 1 of the program. Students who successfully complete the ten required SIS20122 units will receive a SIS20122 Certificate II in Sport & Recreation at the end of Year 1. Students who complete the full two-year program can complete SIS20122 and SIS30122 certificates, and the VCAA scored program. Students may still enter Year 2 of the program, achieve partial completion of SIS30122, and complete the VCAA scored program.

**SIS20122 - Certificate II in Sport and Recreation** focuses on practical skills in the sport, fitness, and recreation industry, preparing students to assist with activities and perform equipment maintenance. **SIS30122 - Certificate III in Sport, Aquatics and Recreation** develops the ability to deliver sport and recreation services, allowing graduates to work independently in the industry.

### Pathways / Career Opportunities:

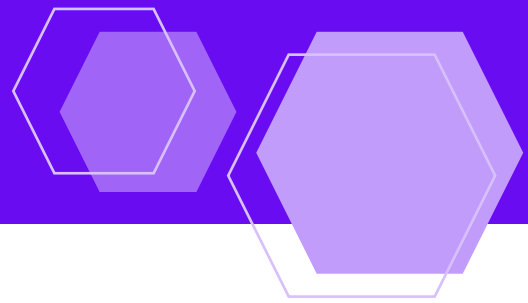
Completing **Certificate II in Sport & Recreation** is a great foundation for students wanting to contribute to their community sports club or start in an assistant-level role in a sport, fitness or recreation organisation. Job Opportunities: Customer service assistant, Leisure Assistant, Recreation assistant, Retail assistant, Grounds assistant, Facility assistant.

**Certificate III in Sport, Aquatics and Recreation** covers various key areas within the industry, including recreation session delivery, coaching, technology, officiating, and working with diverse people. The skills and knowledge developed by completing these units give students a strong foundation for whichever direction they take in the industry. Job Opportunities: Recreation officer, Activity operation officer, Sport and recreation attendant, Community activities officer, Leisure services officer.

### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	Year 1: SIS20122 Year 2: SIS30122
CERTIFICATE NAME	Year 1: Certificate II in Sport & Recreation Year 2: Certificate III in Sport, Aquatics and Recreation
ENROLMENT TYPE	VE1
RTO CODE	40548
RTO NAME	IVET Institute
ATAR	Scored Assessment is available for the Units 3 and 4 sequence of SIS30115 Certificate III in Sport and Recreation
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
VET CAREER VIDEO	<a href="#">Click here to watch: VET Sport and Recreation- GET VET (VCAA)</a>
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday AM: 9:00am - 1:00pm PM: 12:30pm – 4:30pm
HOST SCHOOL - LOCATION	HOPPERS CROSSING SC
<b>YEAR 2</b>	
VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm – 4:15pm
HOST SCHOOL - LOCATION	WYNDHAM CENTRAL COLLEGE



## UNITS OF COMPETENCY

### YEAR 1 - CERTIFICATE II IN SPORT & RECREATION (SIS20122)

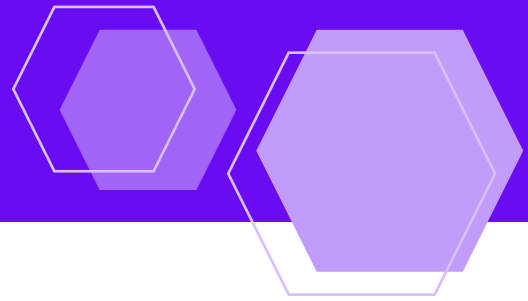
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
HLTWHS001	Participate in workplace health and safety	20	N
SISXEMR003	Respond to emergency situations	20	N
HLTAID011	Provide first aid	18	N
SISXFAC006	Maintain activity equipment	5	N
SISSPAR009	Participate in conditioning for sport	30	N
SISSSOF002	Continuously improve officiating skills and knowledge	20	N
BSBPEF301	Organise personal work priorities	30	N
SISXCCS004	Provide quality service	25	N
SISXPLD001	Provide hire equipment for activities	10	N
SISOFLD001	Assist in conducting recreation sessions*	30	N
SISXIND011	Maintain sport, fitness and recreation industry knowledge	50	N

### YEAR 2 - CERTIFICATE III IN SPORT, AQUATICS & RECREATION (SIS30122)

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	50	Y
SISSCO001	Conduct sport coaching at FND level	50	Y
SISXCAI004	Plan and conduct programs	35	Y
SISXCAI006	Facilitate groups	25	Y
SISXRES002	Educate user groups	25	Y

Commencement of program will be dependent on adequate student numbers for enrolment and funding. Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: 22567VIC

# CERTIFICATE I IN TRANSITION EDUCATION (PARTIAL COMPLETION)

### Program Description:

Certificate I in Transition Education is intended to support learners with permanent intellectual disabilities to develop the skills to find the most appropriate option for them in the community after leaving school. This may include employment, volunteer work or further study. The certificate includes the development of employability skills including communication, problem-solving, self-management and use of technology. Students are supported to develop strategies to identify information and resources about everyday activities such as travel, health and participation in recreational activities, develop independent living skills and participate in activities in the community.

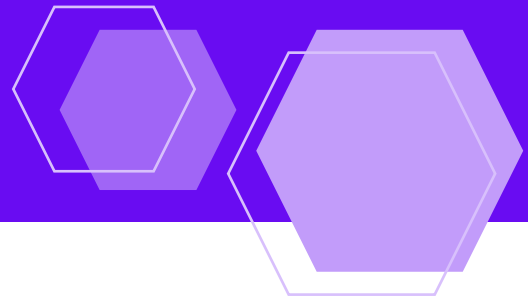
### Pathways / Career Opportunities

Students who complete this partial program at school may choose to attend The Gordon TAFE post school to complete the Certificate I in Transition Education. Students' goals may also include transitioning to volunteer work or entry-level employment.

### Contribution to VCE / VCE VM & VPC

NA

COURSE CODE	22567VIC
CERTIFICATE NAME	Certificate I in Transition Education (partial completion)
ENROLMENT TYPE	VE3
RTO CODE	3044
RTO NAME	The Gordon
ATAR	Nil
STRUCTURED WORKPLACE LEARNING (SWL)	Recommended
VET CAREER VIDEO	NA
<b>LOCATION AND TIMES</b>	
<b>YEAR 1</b>	
VCE UNITS	NA
DAY & TIME	Friday 9:30am – 2:00pm
HOST SCHOOL - LOCATION	WARRINGA PARK SCHOOL Cayleys Rd Campus, 10 Cayleys Rd, Werribee South
<b>YEAR 2</b>	
VCE UNITS	NA
DAY & TIME	Thursday 9:30am – 2:00pm
HOST SCHOOL - LOCATION	WARRINGA PARK SCHOOL Cayleys Rd Campus, 10 Cayleys Rd, Werribee South



## UNITS OF COMPETENCY

### YEAR 1

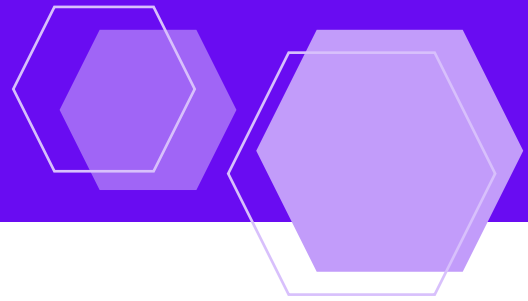
MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU23038	Participate in the community	150	N
VU22359	Conduct a project with guidance	20	N
VU23033	Explore a microbusiness opportunity	50	N

### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
VU23037	Explore future options for further training, work or community activities	150	N
VU23042	Identify processes to obtain learner permit	50	N
VU22789	Participate in job seeking activities	50	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
Programs and units of competency are subject to change prior to commencement.





## COURSE CODE: CUA31120

### CERTIFICATE III IN VISUAL ARTS

#### Program Description:

This qualification reflects the role of individuals who are developing a range of visual art skills and who may take responsibility for own outputs in work and learning. It applies to work in different visual arts, craft and design environments. Practice at this level is underpinned by the application of introductory art theory and history.

#### Pathways / Career Opportunities

Certificate IV in Visual Arts, Diploma of Photography And Photo Imaging.

#### Contribution to VCE / VCE VM & VPC

These credits must be confirmed with the VET Coordinator at your school.

COURSE CODE	CUA31120
CERTIFICATE NAME	Certificate III in Visual Arts
ENROLMENT TYPE	VE1
RTO CODE	121314
RTO NAME	AIET
ATAR	Not scored assessment
STRUCTURED WORKPLACE LEARNING (SWL)	<b>Strongly recommended</b> The VCAA strongly recommends a minimum of 80 hrs (2 weeks) of structured workplace learning over the duration of the VCE VET program.
VET CAREER VIDEO	NA

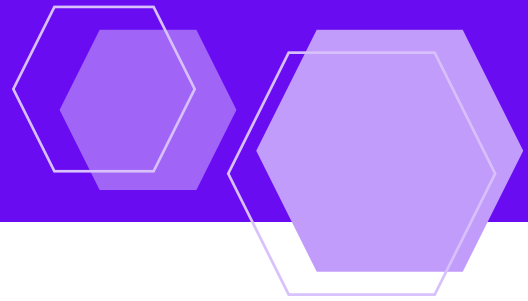
#### LOCATION AND TIMES

##### YEAR 1

VCE UNITS	UNITS 1 & 2
DAY & TIME	Wednesday 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	WERRIBEE SECONDARY COLLEGE

##### YEAR 2

VCE UNITS	UNITS 3 & 4
DAY & TIME	Wednesday 1:00pm – 5:00pm
HOST SCHOOL - LOCATION	WERRIBEE SECONDARY COLLEGE



## UNITS OF COMPETENCY

### YEAR 1

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
BSBWHS211	Contribute to the health and safety of self and others	20	N
CUAACD311	Produce drawings to communicate ideas	90	N
CUAPPR311	Produce creative work	45	N
CUARES301	Apply knowledge of history and theory to own arts practice	50	N
CUADRA311	Produce Drawings	50	N
CUAPA1311	Produce Paintings	50	N

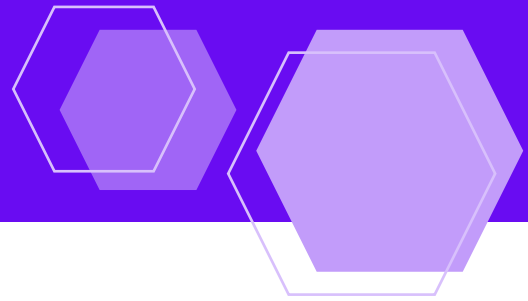
### YEAR 2

MODULE CODE	MODULE NAME	HOURS	Scored Assessment
CUASCU311	Produce sculpture	50	N
CUADES201	Follow a design process	50	N
CUAPHI312	Capture photographic images	60	N
CUAPPR211	Make simple creative work	40	N
CUAACD201	Develop drawing skills to communicate ideas	60	N
BSBTWK201	Work effectively with others	40	N

Commencement of program will be dependent on adequate student numbers for enrolment and funding.  
 Programs and units of competency are subject to change prior to commencement.







## VET CAREER VIDEOS

Visit the Get VET website [[vcaa.vic.edu.au/getvet](https://vcaa.vic.edu.au/getvet)] for more videos, success stories and resources.

### GET VET Agriculture, Horticulture, Conservation and Land Management

<https://vimeo.com/427983896>



### GET VET Animal Studies

<https://vimeo.com/404799601>



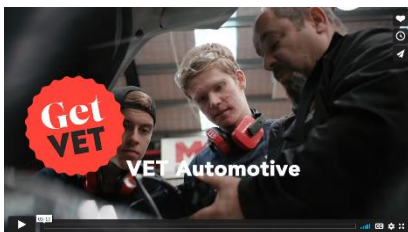
### GET VET Applied Fashion Design and Technology

<https://vimeo.com/389137209>



### GET VET Automotive

<https://vimeo.com/379135716>



### GET VET Building and Construction

<https://vimeo.com/364919056>



### GET VET Business

<https://vimeo.com/389886598>



### GET VET Creative and Digital Media

<https://vimeo.com/378454730>



### VET Community Services

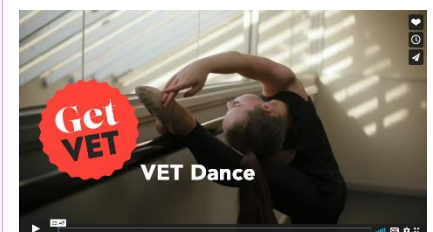
#### Werribee Secondary College

[https://youtu.be/p\\_ITnjbHREw](https://youtu.be/p_ITnjbHREw)



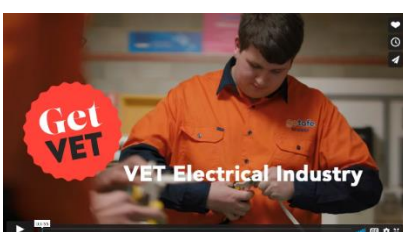
### GET VET Dance

<https://vimeo.com/389137090>



### GET VET Electrical Industry

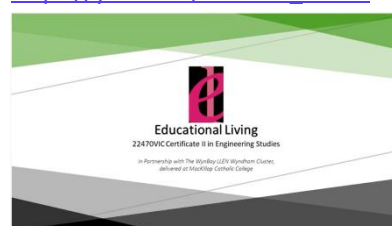
<https://vimeo.com/364919319>



### VET Engineering - Mackillop College

#### Werribee /Educational Living

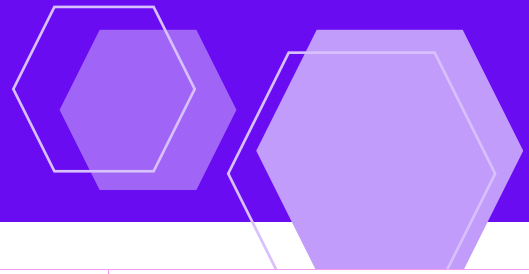
[https://youtu.be/V6XN2B\\_Nmu8](https://youtu.be/V6XN2B_Nmu8)



### GET VET Furnishing

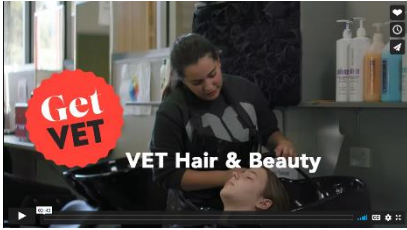
<https://vimeo.com/404799456>





**GET VET Hair and Beauty**

<https://vimeo.com/364919650>



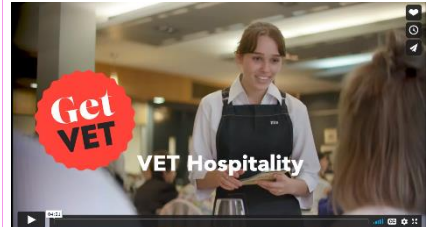
**GET VET Health**

<https://vimeo.com/350641339>



**GET VET Hospitality**

<https://vimeo.com/350641551>



**GET VET Information Technology**

<https://vimeo.com/395066788>



**GET VET Integrated Technologies**

<https://vimeo.com/389137148>



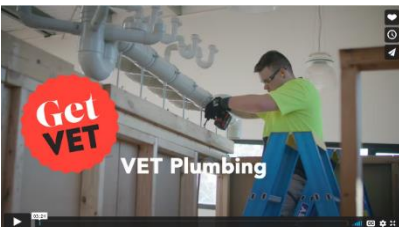
**VET Music - Thomas Carr College**

<https://drive.google.com/file/d/1NPVdKZ72J1Qro8NwsB21LMoNbg8gKL-1/view>



**GET VET Plumbing**

<https://vimeo.com/403082120>



**GET VET Sport and Recreation**

<https://vimeo.com/359412894>

