

WSM LLEN

# VET HANDBOOK

2024



WIMMERA  
SOUTHERN  
MALLEE  
LLEN



[www.vet.llen.com.au](http://www.vet.llen.com.au)

WSM  
**VET**  
cluster





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**This Handbook has been compiled by Wimmera Southern Mallee VET Cluster Coordinator, Di Dent.**

**Information contained in this document has been sourced from The Department of Education and Training, the Victorian Curriculum and Assessment Authority, Federation University, Longerenong College, Skillinvest, and Horsham College. Information was correct at the time of publishing  
Published on 10 July 2023.**



**WIMMERA  
SOUTHERN  
MALLEE  
LLEN**



# Do What You Love Love What You Do

## What is VET?

VET is a short way of saying Vocational Educational and Training.

If we break it down:

Vocational = job/work and

Education & Training = learning

VET is about learning how to do a job/work while still at school.

Students may also combine study and employment through School-Based Apprenticeships and Traineeships which allow students to do an apprenticeship or traineeship while they undertake their Victorian Certificate Education, Victorian Certificate Education; Vocational Major or Victorian Pathways Certificate.

### Entry Level

VET programs are available to Year 10, 11 & 12 students. Students must have their school's approval to enrol.

VET increases students' learning potential by:

- Broadening VCE VM/ VPC options
- Assisting in transition from school to work
- Multiplying post-school opportunities and employment prospects
- Helping students explore possible areas of interest which promote further study and work choices
- Allowing students to develop strong links with industry and local employers, i.e. students may be offered part-time/casual work
- Developing students' capacity to cooperate, work in a team, make decisions, problem solve and develop leadership skills
- Helping students to gain confidence, communication, skills and knowledge of employers' expectations in a real adult working environment.

### Is there much reading, writing or math involved in VET?

Some VET courses require a high level of literacy and/or numeracy. While VET programs incorporate hands-on training, they also include theory based training designed to support practical skills. Language, Literacy and Numeracy (LLN) reviews are conducted by Registered Training Organisations prior to enrolment to ascertain support needs.

### VET gives national or state qualification and skills

Upon successful completion of the program, students are awarded a national or state accredited Vocational Training Certificate or Statement of Attainment which are endorsed for recognition in; the Victorian Certificate of Education (VCE), the Victorian Certificate Education: Vocational Major, (VCE: VM) and the Vocational Pathway Certificate, (VPC),

VET qualifications may articulate directly into further education and training at TAFE or other Registered Training Organisations through documented pathway agreements.

Read the requirements of your selected program carefully. Please note the printed arrangements regarding times, venues and course outlines are subject to change and will be confirmed before the commencement of the course.





## VET Cluster

The WSM VET Cluster is coordinated by Wimmera Southern Mallee Local Learning & Employment Network (WSMLLEN).

Di Dent is the VDSS Cluster Coordinator



contact:  
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Phone; 0400 865 390

VET Delivered to Secondary Students is usually made up of VET units of competency delivered by a registered training organisation (e.g. TAFE), the students' home school or other schools within the Wimmera Southern Mallee region.

The WSM VET Cluster is a partnership between member schools and Registered Training Organisations within the region and the WSMLLEN. Participating members are from all education sectors; government, catholic and independent. We also have participation from students in non-cluster member schools from other regions where space permits. Training is delivered by Federation TAFE (Horsham Campus), Longerenong College, Skillinvest and Horsham College.

## PARTICIPATING SCHOOLS:

ARARAT COLLEGE  
BALMORAL COMMUNITY COLLEGE  
BIRCHIP P-12 COLLEGE  
DIMBOOLA MEMORIAL SECONDARY COLLEGE  
EDENHOPE COLLEGE  
GOROKE P-12 COLLEGE  
HOLY TRINITY LUTHERAN COLLEGE  
HOPETOUN P-12 COLLEGE  
HORSHAM COLLEGE  
HORSHAM SPECIAL SCHOOL  
KANIVA COLLEGE  
MARION COLLEGE  
MURTOA COLLEGE  
NHILL P-12 COLLEGE  
RAINBOW P-12 COLLEGE  
STAWELL SECONDARY COLLEGE  
ST BRIGID'S COLLEGE  
WARRACKNABEAL SECONDARY COLLEGE



# LET'S START THE JOURNEY



## VET Application Process

Explore  
courses



Explore the requirements of your chosen VET course via WSM VET Cluster website or VET Handbook (available on the website or from your school). [vet.llen.com.au](http://vet.llen.com.au)

Consult



Consult with your VET Coordinator, Careers Advisor or MIPS Coordinator at school.

USI



Obtain or locate your Unique Student Identifier (USI) number. This can be obtained through the link; <https://www.usi.gov.au/>

Apply



Complete your application for your chosen VET course . Forms can be located in the back of the VET Handbook or are available from your School VET Coordinator  
NOTE: You must have parent/guardian consent to enrol in a VET course.

Check  
forms



Before handing in your forms, take the time to check you have completed all fields. Incomplete applications will not be accepted

Return  
Application



Return your forms to your School VET Coordinator. Ensure you have this done before the closing date of 15th September 2023.

Notification



Students will be notified by their School VET Coordinator if they have been successful in gaining a place in the VET program.

Induction



Students will be required to attend an Induction Day on the 1st November 2023. On this day, additional information will be provided regarding your chosen program. Some Registered Training Organisations will conduct pre-training reviews and language, literacy and numeracy assessments.



## How does VET fit in with my school certificate?

**In 2023, all secondary schools across the state phased in the new Senior Secondary Certificate reforms.**

### **VCE: Vocational Major, (VCE: VM)**

The new VCE: VM is a two year vocational and applied learning program integrated into the VCE. It is mandated that students studying the VCE: VM must complete 180 nominal hours of a certificate II or above. This will contribute 2 VET credits towards a student's program.

### **Victorian Pathways Certificate, (VPC)**

Students studying VPC can include a VET program however it is not mandated.

**VCE** – Some VET programs are approved by the Victorian Curriculum and Assessment Authority (VCAA) and can provide credit towards the student's Australian Tertiary Admission Rank (ATAR), via either scored assessment or a 10% increment (see below).

**Scored Assessment** – courses that offer a scored assessment will contribute directly to the student's ATAR either as one of the primary four studies, or as a fifth or sixth study. Students undertaking scored assessment as part of their VET course will be assessed via school-assessed coursework and an end-of-year examination set by the Victorian Curriculum and Assessment Authority, (VCAA). Students must be registered for scored assessment with their RTO.

**10% Increment** – where a VCAA approved course does not offer scored assessment but does include a Units 3 & 4 sequence, the student is eligible to receive an increment of 10% of their average primary four ATAR subject scores if they successfully complete the Units 3 & 4 sequence.



## Guidelines for students

### VET Course Requirements

Students enrolling in a VET program through the WSM VET Cluster will be required to complete a Code of Conduct. Further to this, additional course requirements set out by the WSM VET Cluster must be adhered to. It is important that parents and students take time to read the following course requirements before submitting an enrolment form.

### Absences

Students are required to notify their school VET Coordinator of their absence in advance.

### Punctuality

All students are expected to arrive on time to class and remain for the duration of the day. Non-adherence to set class times will be reported to the student's home school. Students are asked not to make appointments during class time.

### Work Requirements

All tasks as assigned by the program trainer are to be completed by the due date. Refer to the Registered Training Organisation's policies in relation to resitting of assessments.

### Unique Student Identifier (USI)

All students doing nationally recognised training need to have a Unique Student Identifier (USI).

A USI is a reference number made up of numbers and letters. Creating a USI is free. It creates a secure online record of your nationally recognised training that you can access anytime and anywhere, and it's yours for life.

The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together.

The USI will:

- let students easily access secure digital transcripts of their achievements
- give students more control over their VET information.

Application for a USI is done online, by going to [www.usi.gov.au](http://www.usi.gov.au).

### Program Costs

Some courses costs are covered by the Department of Education for all public education schools. Independent and Catholic schools decide on program material fees for their students.



## Guidelines for students continued

### Reports

All students undertaking a VET program will receive official written progress reports. These reports are issued by the respective training providers for each program and supplied to the students' home school. Parents will receive a copy of these reports in term two and four. Completed certificates or statements of attainment will be sent directly to students' home schools at the completion of the program.

### Student Behaviour

Currently, there are approximately 300 students undertaking VET programs through the WSM VET Cluster. To ensure the success, continuity and availability of VET programs to all students, it is imperative that students abide by the program trainers' rules and the policies and procedures of the host school or registered training organisation whenever they are on site. This includes meeting occupational health and safety requirements in and out of the classroom. Attitude and behaviour are to be at a high standard.

### Withdrawal from a VET Program

VET programs are successful because students are able to access programs offered. It should be noted that failure to abide by the above course requirements may result in a student being withdrawn from a program.

### Course Changes

Please note: All course details and delivery arrangements contained in the VET Handbook are subject to change. All courses require minimum student numbers to proceed. For further information on VET programs, please refer to the Victorian Curriculum and Assessment Authority website: [www.vcaa.vic.edu.au/vet](http://www.vcaa.vic.edu.au/vet)

### Access & Equity

WSM VET Cluster is committed to the goals of access and equity and aims to provide opportunities that foster fairness, equity, and respect for social and cultural diversity that is free from discrimination, harassment and vilification.



# School to Work & Qualification Levels

## School to Work

*School to Work*, is a key feature of VET programs. Although it may not be a requirement in order to complete every course, all students are encouraged to complete a minimum of 40 hours of work placement in a related industry. This will enhance their learning and prospects of attaining an apprenticeship or entry into further training.

The *School to Work* program may involve an employer accepting a student on a one day a week basis or a one-week block.

*School to Work* enables the student to demonstrate acquired skills and knowledge in an industry setting. During the work placement, a student will undertake tasks to build on their skills and knowledge. Some schools may ask students to complete a log book of tasks undertaken.

If a student is having difficulties finding a *School to Work* placement, WSMLLEN will offer assistance, through the VET Cluster. *School to Work* placements are listed online via the *School to Work* portal.

<https://workplacements.education.vic.gov.au/>

It is the responsibility of the student however, to ensure that all paperwork associated with the work placements are completed and returned in a timely fashion. Students will need to meet the work placement requirements of the course to the best of their abilities.

## Benefits of workplace learning

- Practical skill development
- Builds employer contacts
- Improves confidence in the workplace
- Development of personal skills and maturity
- Preparation for entering the workforce
- Adds relevant work experience to resume
- Opportunity to obtain an industry based reference
- Exposure to workplace dynamics
- Opportunity to learn about industry practices and procedures
- Allows skills and knowledge obtained in the classroom to be applied in the work environment.



School to Work recognition is available for students who undertake a placement in an industry aligned to the VCE VET program.

Recognition is also available for students undertaking a school-based apprenticeship or traineeship (SBAT).

In order to receive VCE, VCE:VM or VPC credit, students need to maintain and complete their Workplace Learning Record (WLR), available for download on the relevant VCE VET programs page.

<https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/Pages/Index.aspx>







# Certificate II in Agriculture

Course Code AHC20116

The Certificate II in Agriculture aims to equip students with experience, knowledge and skills that will enhance employment prospects in a range of rural industries including intensive animal production, broad-acre cropping, grazing and agribusiness. The course provides a foundation for further study through several pathways including apprenticeships and online options. Participants will develop skills in safety, machinery operation, fencing, welding, agronomy, farm chemicals and livestock husbandry.

## Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM.

180 nominal hours or above  
= 2 VET credits

## Contribution Towards VPC

Every 90 nominal hours of VET  
= 1 unit of credit.

## Contribution Towards VCE

Students will be eligible for two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.

## ATAR Contribution

Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the fourth study score of the primary four studies).

## PPE & Other Equipment

Closed boots and appropriate clothing for weather required.

Units may include:

Participate in work health and safety processes  
Assist agricultural crop maintenance  
Install, maintain and repair farm fencing  
Handle livestock using basic techniques  
Fabricate & repair metal or plastic structures  
Monitor water supplies  
Pen sheep

## Possible Study Pathways

- Certificate III/IV (apprenticeship or full time study)
- Diploma of Agronomy (full or part time or online)
- Diploma of Agribusiness
- Advanced Diploma of Agribusiness management
- Degree and post graduate study

## Potential Career Paths with Further Study

- Farm Overseer/Manager
- Agronomist or Livestock Agent
- Precision Agriculture Consultant
- Agribusiness Professional, Rural Merchandiser or Marketing Specialist
- Agricultural Research Assistant or Scientist

## Without further study

- Farm Hand or Feedlot Assistant
- Shearing Shed Hand or Roustabout
- Farm Machinery Operator/Contractor
- Fencing Contractor

Prepare grain storages  
Provide feed for livestock  
Operate tractors  
Recognise plants  
Carry out wool pressing  
Operate quad bikes

## Program Structure

2 years

## Location

Longerenong College

## Contact Days/Hours

Wednesdays 9.30am to 3.20pm

## RTO

Skillinvest; RTO Code - 4192

**Contact** - Greg Radford  
Longerenong College

## Materials Fee

Paid by DE for Gov funded students. Independent/Catholic students to discuss with your school

## School to Work

Students are required to work in a farming setting every second Wednesday and are encouraged to undertake a further placement once a week.

## Scored Assessment Available

No

## National Accreditation



*Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.*



# Certificate II in Automotive Vocational Preparation

Course Code AUR20720

**The Certificate II in Automotive Vocational Preparation is a work-ready pre-employment program designed to meet the needs of students wishing to pursue a career in the automotive industry. This program aims to enable students to develop a defined range of skills appropriate to entry-level positions in the automotive industry and to apply known solutions to a limited range of predictable problems associated with an understanding of basic automotive technologies.**

## Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM.

180 nominal hours or above  
= 2 VET credits

## Contribution Towards VPC

Every 90 nominal hours of VET  
= 1 unit of credit.

## Contribution Towards VCE

Students will be eligible for two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.

## ATAR Contribution

Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the fourth study score of the primary four studies).

Units may include:

Follow safe working practices in an automotive workplace AURASA102  
Use and maintain tools and equipment in an automotive workplace AURTTK102  
Carry out basic vehicle servicing operations AURTTA127  
Identify automotive mechanical systems and components AURLTA101  
Select and use bearings, seals, gaskets, sealants and adhesives AURTTA105  
Follow environmental & basic sustainability best practice in an automotive workplace AURAEA002  
Identify automotive electrical systems and components AURETR10  
Resolve routine problems in an automotive workplace AURAF104  
Communicate effectively in an automotive workplace AURAF103  
Dismantle and assemble multi-cylinder four-stroke petrol engines AURTE008  
Dismantle and assemble single cylinder four-stroke petrol engines AURTE007  
Operate electrical test equipment AURETK003  
Inspect, test and service batteries AURETR005  
Remove, inspect and refit light vehicle wheel and tyre assemblies AURLTJ113  
Remove and replace brake assemblies AURTTB007  
Solder electrical wiring and circuits AURETR006  
Construct and test basic electronic circuits AURETR048

*Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.*

## PPE & Other Equipment

Safety boots required. Appropriate work wear clothing  
Other equipment as detailed by RTO.

## Possible Study Pathways

- Certificate III (apprenticeship)
- Certificate IV (post trade)
- Diploma

## Potential Career Paths

- Light Vehicle Mechanic
- Heavy Vehicle Mechanic
- Earthmoving and Mobile Plant
- Automotive Electrician
- Motorcycle Mechanic

## School to Work

A minimum of 40 hours work placement is recommended.

## Scored Assessment Available

No

## National Accreditation

## Program Structure

2 years

## Location

Automotive Workshop,  
Longerenong College, Horsham  
College or Federation TAFE - Wimmera  
Campus

## Contact Days/Hours

Wednesdays 9.20am to 3.20pm  
**RTO**

Skillinvest; RTO Code - 4192

**Contact** - Amanda Hardy  
or

Federation University Australia  
RTO Code - 4909

**Contact** - Kim Boulton  
or

AIET - RTO Code - 121314

**Contact** - Lyndon Kuhne

## Materials Fee

Paid by DE for Gov funded students.  
Independent/Catholic students to  
discuss with your school







# Certificate II in Building & Construction

## Pre-apprenticeship

Course Code 22614VIC

**The outcome of this qualification will enable the participant to gain experience in safe handling of hand and power tools, interpreting workplace documents, performing building related calculation, the components of building structures and the awareness of building codes and standards along with the basic principles in construction.**

### Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM.

180 nominal hours or above  
= 2 VET credits

### Contribution Towards VPC

Every 90 nominal hours of VET  
= 1 unit of credit.

### Contribution Towards VCE

Students will be eligible for two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.

### ATAR Contribution

Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the fourth study score of the primary four studies).

Units may include:

- Prepare to work safely in the construction industry CPCCWHS1001
- Provide basic emergency life support HLTAID010
- Apply OHS requirements, policies and procedures in the construction industry VU22022
- Identify and handle carpentry tools and equipment VU22022
- Interpret and apply basic plans and drawings VU22015
- Carry out measurements and calculations CPCCCM1015A
- Perform basic setting out VU22023
- Apply basic levelling procedures CPCCCM2006
- Construct a basic sub-floor VU22024
- Construct basic wall frames VU22025
- Construct a basic roof frame VU22026
- Install basic external cladding VU22027

*This program is transitioning to a new qualification and is subject to going on scope*

Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication

### PPE & Other Equipment

Safety boots required  
Other equipment as detailed by RTO at induction.

### Possible Study Pathways

- Carpentry Apprenticeship
- Architecture
- Building Engineering
- Interior Design

### Potential Career Paths

- Builder
- Building Site Manager
- Building Inspector
- Landscaper

### Scored Assessment Available

No

### State Accreditation

### Program Structure

2 years

### Location

Building Workshop,  
Longerenong College or  
Federation TAFE - Wimmera Campus

### Contact Days/Hours

Wednesdays 9.30am to 3.20pm

### RTO

Skillinvest; RTO Code - 4192

**Contact** - Amanda Hardy

Longerenong College  
or

Federation University Australia

RTO Code - 4909

**Contact** - Kim Boulton

Federation TAFE, Wimmera Campus

### Materials Fee

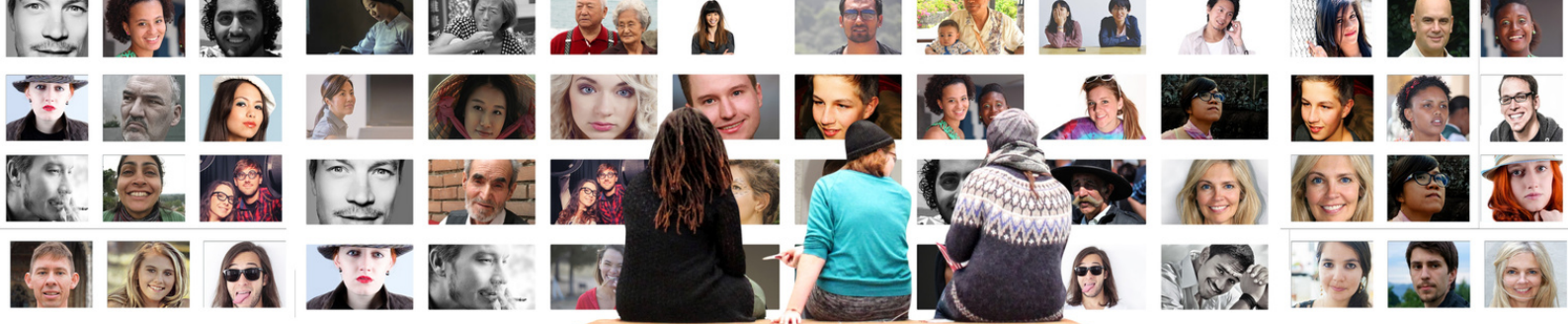
Paid by DE for Gov funded students.  
Independent/Catholic students to  
discuss with your school

### School to Work

A minimum of 40 hours work placement  
is recommended.







# Certificate III in Community Services

Partial completion      Course Code CHC32015

The VET Community Services program gives students the opportunity to gain both theoretical knowledge and practical skills. It allows them to demonstrate competency in a range of areas and prepares them to work in various settings within the community services industry. The knowledge and skills gained will help students to decide on future pathways and study options.

## Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM.

180 nominal hours or above  
= 2 VET credits

## Contribution Towards VPC

Every 90 nominal hours of VET  
= 1 unit of credit.

## Contribution Towards VCE

Students will be eligible for two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.

## ATAR Contribution.

This score is calculated through the coursework assessment completed throughout the year as well as a final year examination. Coursework is made up of three tasks as selected and assessed by their teacher.

Units may include:

- Plan and apply time management BSBPEF202
- Provide first aid HLTAID011
- Provide first point of contact CHCCOM001
- Communicate and work in health or community services CHCCOM005
- Work with diverse people CHCDIV001
- Follow safe work practices for direct client care HLTWHS002
- Manage personal stressors in the work environment HLTWHS006
- Use communication to build relationships CHCCOM002
- Respond to client needs CHCCCS016
- Work within a community development framework CHCCDE003
- Implement participation and engagement strategies CHCCDE004

## Possible Study Pathways

- Certificate III & IV in Child Care
- Certificate III & IV in Aged Care
- Certificate III & IV in Disability
- Diploma of Early Childhood Education
- Diploma of Community Services

## Potential Career Paths

- Personal Care Assistant
- Support Worker
- Customer Service
- Child Care Worker
- Aged Care Worker
- Disability Support Worker

## Program Structure

2 years

## Location

Federation TAFE - Wimmera Campus

## Contact Days/Hours

Wednesdays 9.20am to 3.20pm

## RTO

Federation University Australia  
RTO Code - 4909

**Contact** - Kim Boulton

Federation TAFE, Wimmera Campus

## Materials Fee

Paid by DE for Gov funded students.  
Independent/Catholic students to discuss with your school

## School to Work

A minimum of 60 hours work placement is required. TBC

## Scored Assessment Available

Yes

## National Accreditation





# Certificate II in Cookery

Course Code SIT20421

**This program provides students with the skills and knowledge to be competent in a range of kitchen functions and activities to work in various hospitality enterprises where food is prepared and served. This includes restaurants, hotels, catering operations, clubs, pubs, cafés and coffee shops. It may also provide credit towards an apprenticeship.**

## Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM.

180 nominal hours or above  
= 2 VET credits

## Contribution Towards VPC

Every 90 nominal hours of VET  
= 1 unit of credit.

## Contribution Towards VCE

Students will be eligible for two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.

## ATAR Contribution

Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR. This consists of coursework, (66%), & an examination, (34%)

Units may include:

Use hygienic practices for food safety SITXFSA005  
Prepare and present simple dishes SITHCCC024  
Participate in safe work practices SITXWHS005  
Use food preparation equipment SITHCCC023  
Clean kitchen premises and equipment SITHKOP009  
Interact with customers SITXCCS011

Due to SIT20416 Certificate II Kitchen Operations being superseded in 2024, at the time of printing 2nd Year Units of Competency were not available from the RTO.

*Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.*

## PPE & Other Equipment

Prescribed uniform.  
Fully covered and sturdy non-slip shoes. No runners or sports shoes allowed.

## Additional Requirements

Students must undertake a pre-training review and a Language, Literacy and Numeracy evaluation.

## Possible Study Pathways

- Hospitality Traineeship
- Chef's Apprenticeship
- Certificate III in Commercial Cookery
- Certificate III in Hospitality – Patisserie

## Potential Career Paths

- Food and Beverage Attendant
- Chef
- Café Owner/Manager
- Kitchen Assistant
- Patisserie
- Hospitality Manager

## Program Structure

2 years

## Location

Wimmera Trade Training Centre  
Horsham College campus

## Contact Days/Hours

Wednesdays 9.30am to 3.20pm

## RTO

Inner Melbourne VET Cluster Inc;  
Code - 21732

Delivered by Horsham College

**Contact** - Lyndon Kuhne

## Materials Fee

Paid by DE for Gov funded students. Independent/Catholic students to discuss with your school

## School to Work

A minimum of 40 hours work placement is recommended.

## Scored Assessment Available

Yes

## National Accreditation







# Certificate II in Dance

Course Code CUA20620

The aim of this qualification is to provide students with the technical and performance skills, knowledge and attitudes to begin establishing a career in the entertainment industry. As young dance performers, students explore a variety of dance styles and techniques (contemporary, jazz and street) across multiple forms of movement and dance. The skills learnt can be applied to everyday fitness and coordination, to further training in dance and performance, and to a deeper appreciation of dance and the performing arts.

## Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM.

180 nominal hours or above  
= 2 VET credits

## Contribution Towards VPC

Every 90 nominal hours of VET  
= 1 unit of credit.

## Contribution Towards VCE

Students will be eligible for five or more units at Units 1 and 2 level and a Units 3 and 4 sequence.

## ATAR Contribution

Students must undertake scored assessment. This study score can contribute directly to the ATAR. 3 course work tasks, (50%), & a performance examination (50%)

Units may include:

- Develop basic dance techniques CUADAN211
- Prepare for live performances CUAPRF211
- Develop audition technique CUAPRF314
- Develop and apply creative arts industry knowledge CUAIND211
- Incorporate artistic expression into basic dance performances CUADAN212
- Follow safe dance practices CUAWHS111
- Develop a basic level of physical fitness for dance performance CUAWHS211
- Perform basic jazz dance techniques CUADAN213
- Perform basic contemporary dance techniques CUADAN215
- Perform basic street dance techniques CUADAN218

*Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.*

## PPE & Other Equipment

Appropriate loose, comfortable clothing for dance instruction

## Possible Study Pathways

There is a comprehensive range of certificate, advanced certificate, diploma, degree/bachelor, graduate certificate and graduate diploma course offerings from providers.

## Potential Career Paths

Performance in a variety of dance styles and at a range of levels, including:

- Elite performance
- Choreography
- Community dance theatre
- Community cultural development and maintenance
- Musical theatre
- Dance teaching and management

## Program Structure

2 years

## Location

Horsham College Dance Studio

## Contact Days/Hours

Wednesdays 9.30am to 3.20pm

## RTO

COSAMP - Code 41549

Delivered by Horsham College

**Contact** - Lyndon Kuhne

## Materials Fee

Paid by DE for Gov funded students. Independent/Catholic students to discuss with your school

## School to Work

A minimum of 20 hours work placement is recommended.

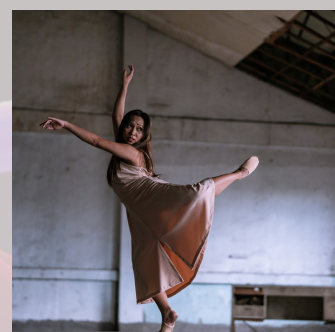
## Scored Assessment Available

Yes

## National Accreditation



COLLEGE OF SOUND  
AND MUSIC PRODUCTION





# Certificate III in Early Childhood Education and Care

Partial completion      Course Code CHC30121

**This VET Program is designed for students who are passionate about early childhood education and are looking to either enter the workforce or to do further study. Students will develop skills in a variety of childcare and education areas including ensuring the health and safety of children, working legally and ethically, using approved learning frameworks to guide practice as well as developing cultural competence.**

## Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM.

180 nominal hours or above  
= 2 VET credits

## Contribution Towards VPC

Every 90 nominal hours of VET  
= 1 unit of credit.

## Contribution Towards VCE

Students will be eligible for three or more units at Units 1 and 2 level and a Units 3 and 4 sequence.

## ATAR Contribution

Students who receive a Units 3 and 4 sequence this may be counted as a 5th or 6th subject and contribute towards their ATAR

Units may include:

Meet legal and ethical obligations in children's education and care CHCECE055

Use an approved learning framework to guide practice CHCECE034

Support inclusion and diversity CHCECE030

Encourage understanding of Aboriginal and /or Torres Strait Islander peoples' cultures CHCECE054

## Potential Pathways

- Certificate III in Early Childhood Education and Care
- Diploma of Early Childhood Education and Care
- Bachelor of Early Childhood Education
- Bachelor of Education

## Potential Occupations

- Crèche childhood worker
- Early childhood educator
- Early childhood education team leader
- Family day care worker

## Additional Requirements/Information

Prior to commencement of this Program students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation (LLN)

## Program Structure

2 years

## Location

Federation TAFE - Wimmera Campus

## Contact Days/Hours

Wednesdays 9.20am to 3.20pm

## RTO

Federation University Australia

RTO Code - 4909

**Contact** - Kim Boulton

Federation TAFE, Wimmera Campus

## Materials Fee

Paid by DE for Gov funded students. Independent/Catholic students to discuss with your school

## School to Work

A minimum of 120 hours work placement is required.

## Scored Assessment Available

No

## National Accreditation



*Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.*





# Certificate II in Electrotechnology (Career Start)

Partial Completion Course Code UEE22020

**Note: Open to year 11 and 12 Students only**

This program will give you the foundation to kick start an electrical apprenticeship; a career that needs both your brains and your hands-on skills. Qualified electricians are in high demand and are paid a higher than average weekly full-time wage. This VET for Senior Secondary Students program will develop knowledge and skills that will equip you for entry into the workforce whilst you undertake applied learning in an adult learning environment.

## Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM.

180 nominal hours or above  
= 2 VET credits

## Contribution Towards VPC

Every 90 nominal hours of VET  
= 1 unit of credit.

## Contribution Towards VCE

Students will be eligible for two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.

## ATAR Contribution

Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the fourth study score of the primary four studies).

Units may include:

Apply work health and safety regulations, codes and practices in the workplace (Prerequisite for rest of units) UEECD0007  
Prepare to work safely in the construction industry (White Card) CPCWHS1001  
Provide cardiopulmonary resuscitation HLTAID001  
Provide solutions and report on routine electrotechnology UEECD0038  
Solve problems in single path circuits UEECD0046  
Use of routine equipment, plant and technologies in an energy sector environment UEECD0052  
Provide basic sustainable energy solutions for energy reduction in residential premises UEERE0021

## PE & Other Equipment

Students are required to wear Australian standard work boots\* and long work pants each week. Other Personal Protective Equipment (PPE) requirements will be advised at Induction Day.

*\*Work boots are required to meet AS2210.3 class 1 (i.e. comprising of a safety toe and a sole that is resistant to most oils, acids and chemicals).*

## Additional Requirements

Students need to have strong maths knowledge and must complete a Language, Literacy and Numeracy Assessment, (minimum levels required), and a Pre-Training Review prior to being considered for enrolment.

## Potential Career Paths

- Electrician
- Electrical Engineer
- Linesman
- Data Technician

## Program Structure

2 years

## Location

Federation TAFE - Wimmera Campus

## Contact Days/Hours

Wednesdays 9.20am to 3.20pm

## RTO

Federation University Australia  
RTO Code - 4909

**Contact** - Kim Boulton  
Federation TAFE, Wimmera Campus

## Materials Fee

Paid by DE for Gov funded students. Independent/Catholic students to discuss with your school

## School to Work

A minimum of 40 hours work placement is recommended.

## Scored Assessment Available

No

## National Accreditation



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



# Certificate II in Engineering Studies

Course Code 22470VIC

The aim of this course is to provide pre-employment training and a pathway into the engineering, manufacturing or related industries. Specifically, a graduate of this course will be eligible to:

- Undertake a work-based traineeship or apprenticeship in a range of engineering, manufacturing or related areas
- Enrol in Certificate III courses in the engineering, manufacturing or related areas
- Seek entry-level employment in the engineering, manufacturing or related industries.

## Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM.

180 nominal hours or above  
= 2 VET credits

## Contribution Towards VPC

Every 90 nominal hours of VET  
= 1 unit of credit.

## Contribution Towards VCE

Students will be eligible for two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.

## ATAR Contribution

Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the fourth study score of the primary four studies).

Units may include;

Apply principles of Occupational Health and Safety in work environment MEM13014A

Apply basic fabrication techniques VU22332

Use hand tools MEM18001C

Use power tools/hand held operations MEM18002B

Perform metal fabrication operations VU22336

Report on a range of sectors in the manufacturing, engineering and related industries VU22329

Select and interpret drawings and prepare three dimensional (3D) sketches and drawings VU22330

Perform basic machining processes VU22331

Undertake a basic engineering project MEMPE006A

Perform intermediate engineering computations VU22333

Perform basic welding and thermal cutting processes to fabricate engineering structures VU22337

## PPE & Other Equipment

Safety boots, cotton only long pants and long sleeve shirts required. More information on Induction Day

## Possible Study Pathways

- Certificate III Apprenticeship
- Certificate IV post trade
- Diploma

## Potential Career Paths

- Engineering Trades-person – Metal Fabrication
- Forging
- Founding
- Structural Steel Erection
- Electroplating
- Metal Spinning
- Metal Polishing
- Sheet Metal Work

## Program Structure

2 years

## Location

Federation TAFE - Wimmera Campus

## Contact Days/Hours

Wednesdays 9.20am to 3.20pm

## RTO

Federation University Australia

RTO Code - 4909

**Contact** - Kim Boulton

Federation TAFE, Wimmera Campus

## Materials Fee

Paid by DE for Gov funded students. Independent/Catholic students to discuss with your school

## School to Work

A minimum of 40 hours work placement is recommended.

## Scored Assessment Available

Yes

## National Accreditation



*Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.*





# Certificate III in Enabling Technologies

Course Code 22588VIC

**This course offers a range of specialty streams to provide students with technical skills and knowledge in the use of enabling technologies.**

**We include delivery units that cover, 3D printing and cybersecurity. We will also explore robotics and evolving technologies, technicians of the future and wearable objects and apps.**

## Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM.

180 nominal hours or above  
= 2 VET credits

## Contribution Towards VPC

Every 90 nominal hours of VET  
= 1 unit of credit.

## Contribution Towards VCE

TBC - information is yet to be released

## ATAR Contribution

TBC - information yet to be released

## Additional Information

This course will be conducted online with some face to face sessions

*Disclaimer: This course is subject to scope finalisation*

Units may include;

- Protect own personal online profile from cyber security threats BSBXCS301
- Develop a career plan for technology and digital futures VU23151
- Identify and report online security threats BSBXCS302
- Securely manage personally identifiable information and workplace information BSBXCS303
- Promote workplace cyber security awareness and best practices BSBXCS402
- Develop enterprise skills for solving workplace challenges VU23136
- Apply enterprise skills in a team to develop solutions to workplace problems VU23137
- Present information to support decision making using common business applications VU23152.3
- Explore evolving technology and impact on jobs VU23153
- Contribute to the health and safety of self and others BSBWHS211
- Explore and prepare for 3D printing in industry VU23164
- Use 3D printing to create products VU22340
- Set up and produce 3D prints ICPPTD302
- Investigate robotic systems VU23149 (select one of three units)

*Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.*

## PPE & Other Equipment

USB

Other equipment as listed by Federation TAFE and provided on Induction Day

## Possible Study Pathways

- Certificate IV in Information, Digital Media & Technology
- Certificate IV Cyber Security
- Diploma of Information Technology

## Potential Career Paths

- Help desk support technician
- Security technician
- Technical support officer
- Security support officer

## Program Structure

2 years

## Location

Federation TAFE - Wimmera Campus & online

## Contact Days/Hours

Wednesdays 9.20am to 3.20pm

## RTO

Federation University Australia  
RTO Code - 4909

**Contact** - Kim Boulton

Federation TAFE, Wimmera Campus

## Materials Fee

Paid by DE for Gov funded students. Independent/Catholic students to discuss with your school

## School to Work

TBC - information yet to be released

## Scored Assessment Available

TBC

## State Accreditation





# Certificate II in Furniture Making Pathways

Course Code MSF20522

The VCE VET furnishing program provides students with the knowledge and skills to enhance their employment prospects in the furnishing or cabinet making industry. The qualification within this program will help develop students' knowledge of timber and other furnishing materials plus provide them with the ability to read plans whilst working on a range of projects. A person working in the furniture trade may be involved in cabinet making, upholstery, polishing, picture framing and floor finishing and covering while incorporating elements of creativity with functionality and design.

## Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM.

180 nominal hours or above  
= 2 VET credits

## Contribution Towards VPC

Every 90 nominal hours of VET  
= 1 unit of credit.

## Contribution Towards VCE

Recognition of two units at Units 1 and 2, and a Units 3 and 4 sequence. Note: The Units 3 and 4 sequence is not designed as a stand-alone study. Students are strongly advised against undertaking the Units 3 and 4 sequence without first completing Units 1 and 2.

## PPE & Other Equipment

Safety boots required. Durable work wear - no loose fitting clothing.

Units may include;

- Develop a career plan and supply safe work MSMPCL103
- Prepare surfaces MSFFF2003
- Join materials used in furnishing MSFFM2005
- Make simple timber joints MSFFP2006
- Make measurements and calculations MSFGN2001
- Undertake a basic furniture making project MSFFP2001
- Use furniture making sector hand and power tools MSFFM2001
- Assemble furnishing components MSFFM2002
- Participate in environmentally sustainable work practices MSAENV272
- Work in a team MSAPMSUP106
- Demonstrate care and apply safe work practices MSMPCL103
- Organise and communicate information MEM16006A

Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.

## ATAR Contribution

Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR. 3 coursework tasks, (66%), and examination, (34%)

## Additional Requirements

Prior to the commencement of this course, students must undertake a Pre-Training Review and a Language, Literacy and Numeracy Evaluation.

## Potential Career Paths

- Furniture Maker
- Cabinet Maker
- Picture Framer
- Wood Machinist
- Production Manager
- Furniture Designer

## Possible Study Pathways

- Certificate III (apprenticeship)
- Diploma of Building Surveying
- Advanced Diploma of Building Design
- Bachelor of Architecture

## Program Structure

2 years

## Location

Wimmera Trade Training Centre,  
Horsham College Campus

## Contact Days/Hours

Wednesdays 9.30am to 3.20pm

## RTO

Federation University Australia  
RTO Code - 4909  
Delivered by Horsham College

**Contact** - Lyndon Kuhne  
Ph; (03) 5381 7712

## Materials Fee

Paid by DE for Gov funded students. Independent/Catholic students to discuss with your school

## School to Work

A minimum of 40 hours work placement is recommended.

## Scored Assessment Available

Yes

## National Accreditation







# Certificate II in Health Support Services

Client Support Stream Course Code HLT23221

Take the first step into your career in the health industry. Certificate II in Health Support Services will provide you with the work-skills and knowledge to enhance your career prospects into the health industry and to provide assistance to health professionals. This applied learning program is taught within our dedicated classrooms and simulated practical work spaces. The program includes basic training in health topics and includes first aid and nursing related care units. After one year of study, you will gain a nationally recognised qualification that also contributes three units of credit into the Diploma of Nursing.

## Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM.

180 nominal hours or above  
= 2 VET credits

## Contribution Towards VPC

Every 90 nominal hours of VET  
= 1 unit of credit.

## Contribution Towards VCE

Students who complete this program may be eligible for recognition of up to three units at Units 1 and 2 level.

## ATAR Contribution

No

## Additional Requirements

Prior to commencement of this Program students must undertake a Pre-training review and a Language, Literacy and Numeracy evaluation (LLN)

Units may include;

Communicate and work in health or community services CHCCOM005  
Work with diverse people CHCDIV001  
Prepare and maintain beds CHCCCS012  
Provide ward or unit-based food preparation and distribution services HLTFS002  
Handle and move equipment, goods, and mail HLTHS004  
Comply with infection prevention and control policies and procedures HLTINF001  
Provide first aid HLTAID011  
Transport individuals CHCCCS026  
Promote aboriginal and /or Torres Strait Islander cultural safety CHCDIV002  
Participate in workplace health and safety HLTWHS001

## PPE & Other Equipment

Students are required to wear protective footwear and other PPE items as required under OH&S legislation. Specific dress and OHS requirements will be advised at Induction Day.

## Further Study Options

- Certificate III in Individual Support
- Diploma of Nursing
- Bachelor of Nursing

## Potential Career Paths

Following further studies, career opportunities include:

- Nurse
- Paramedic
- Allied Health Care Professional
- Aged Care Worker

## Program Structure

2 year

## Location

Federation TAFE - Wimmera Campus

## Contact Days/Hours

Wednesdays 9.20am to 3.20pm

## RTO

Federation University Australia  
RTO Code - 4909

**Contact** - Kim Boulton

Federation TAFE, Wimmera Campus

## Materials Fee

Paid by DE for Gov funded students. Independent/Catholic students to discuss with your school

## School to Work

A minimum of 40 hours work placement is required.

## Scored Assessment Available

No

## National Accreditation



**Federation**  
TAFE

*Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.*

# Certificate II in Music Industries

Course Code CUA20615

**Certificate II in Music Industry provides students with the foundation knowledge and skills required for entry into the music industry. Core units of competency in the program include developing and updating industry knowledge, participating in work, health and safety processes and working effectively with others. The elective units in the program allow students to specialise in an area of their interest from preparing for performances, mixing sound in a broadcasting environment or repairing and maintaining audio equipment.**

## Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM.

180 nominal hours or above  
= 2 VET credits

## Contribution Towards VPC

Every 90 nominal hours of VET  
= 1 unit of credit.

## Contribution Towards VCE

Students are eligible for up to four units of credit at Unit 1 and 2 level.

## ATAR Contribution

no ATAR contribution

Units may include:

Develop and apply creative arts industry knowledge CUAIND201  
Play or sing simple musical pieces CUAMPF201  
Develop ensemble skills for playing or singing music CUAMPF203  
Play or sing from simple written notation CUAMPF204  
Compose simple songs or musical pieces CUAMCP301  
Use social media tools for collaboration and engagement ICTWEB201  
Work effectively with others BSBWOR203  
Contribute to health and safety of self and others BSBWHS201

*Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.*

## Potential Apprenticeship Pathways

- Certificate III in Music
- Certificate III in Music Business
- Certificate III in Technical Production
- Certificate IV in Music
- Diploma or Bachelor of Music,
- Diploma or Bachelor of Sound Production.

## Potential Occupations

- Music Performer
- Sound Engineer
- Producer
- Sound/Lighting Technician
- Broadcaster
- Stage Manager
- 

## Program Structure

1 year

## Location

Horsham College

## Contact Days/Hours

Wednesdays 9.10am to 3.20pm

## RTO

COSAMP; Code - 41549

Delivered by Horsham College

**Contact** - Lyndon Kuhne

## Materials Fee

Paid by DE for Gov funded students. Independent/Catholic students to discuss with your school

## School to Work

A minimum of 20 hours work placement is recommended.

## Scored Assessment Available

No

## National Accreditation







# Certificate II in Plumbing (Pre-Apprenticeship)

Course Code 22569VIC

Plumbers are well-paid and in high demand. They also have the freedom to work for themselves or as a valued employee in a diverse range of environments from a small business to a large construction company. With this VET program, you will develop skills that will equip you for the workforce whilst you undertake applied learning in an adult learning environment. You will gain a nationally recognised qualification, or credit towards a qualification, that also contributes to satisfactory completion of VCE, VCE: VM or VPC. You will learn practical plumbing skills in the industry specific plumbing workshops, including reading and interpreting plans and specifications, producing technical drawings using plumbing pipes, fittings and fixtures.

## Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM.

180 nominal hours or above  
= 2 VET credits

## Contribution Towards VPC

Every 90 nominal hours of VET  
= 1 unit of credit.

## Contribution Towards VCE

Students will be eligible for two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.

## ATAR Contribution

Students who receive a Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the fourth study score of the primary four studies).

Units may include;

Prepare to work safely in the construction industry (CI card) CPCCWHS1001  
Use basic plumbing hand tools VU23054  
Use plumbing pipes, fittings and fixtures to simulate plumbing installations VU23056  
Fabricate simple plumbing pipe systems VU23048  
Cut and penetrate building material and structures VU23047  
Produce technical drawings CUAACD303  
Read and interpret plans and specifications CPCCCM2001  
Write simple documents, (2nd yr only) BSBWRT301

## Additional Requirements

Students must complete a Language, Literacy and Numeracy Assessment and Pre-Training Review and a Unique Student Identifier (USI) number.

## PPE & Other Equipment

Students are required to wear Australian standard work boots\* and long work pants each week. Other Personal Protective Equipment (PPE) requirements will be advised at Induction Day.

*\*Work boots are required to meet AS2210.3 class 1 i.e. comprising of a safety toe and a sole that is resistant to most oils, acids and chemicals.*

## Career Opportunities Include

- Apprentice Plumber
- Qualified Plumber

## Potential Career Paths

- Plumber and Gas-fitter
- Roof Plumber
- Small Business Owner

## Program Structure

2 years

## Location

Federation TAFE - Wimmera Campus

## Contact Days/Hours

Wednesdays 9.20am to 3.20pm

## RTO

Federation University Australia  
RTO Code - 4909

**Contact** - Kim Boulton

Federation TAFE, Wimmera Campus

## Materials Fee

Paid by DE for Gov funded students. Independent/Catholic students to discuss with your school

## School to Work

A minimum of 40 hours work placement is recommended.

## Scored Assessment Available

No

## State Accreditation



Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.



# Ready for Work Program

Course Code selected units from SIT20322  
Certificate II in Hospitality

**Set your path for employment or further education opportunities. Federation TAFE prides itself on offering a suite of education options. The Ready for Work Program creates pathways for students in education, employment and further training through the delivery of units from Australia wide recognised industry qualifications. This program is aimed at those who are looking at undertaking a suite of vocational units that enhance their resume and future employment prospects. The program focuses on personal effectiveness, work readiness and 'hands-on' project based learning. Students are encouraged to make decisions that will promote positive outcomes and options for their future.**

## Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM.

180 nominal hours or above  
= 2 VET credits

This program will contribute 90 hours or 1 VET credit only towards a student's program. An additional 90 hours will be required.

## Contribution Towards VPC

Every 90 nominal hours of VET  
= 1 unit of credit.

## Contribution Towards VCE

No

## ATAR Contribution

No

## Assessment

Students are assessed through class activities, applied projects, demonstrations as well as group work. The course aims to provide skills that enhance 'entry level' employment opportunities, in a hands-on practical manner.

Units may include;

- Use hygienic practices for food safety SITXFS005
- Provide responsible service of alcohol SITHFAB021
- Participate in safe work practices SITXWHS005
- Prepare and serve espresso coffee SITHFAB025
- Work effectively with others BSBTWK201
- Source and use information on the hospitality industry SITHIND006

## Entry Requirements

Students need to be at least in Year 10 at the time of enrolment.

## Extra Requirements

Must complete a Language, Literacy and Numeracy Assessment and Pre-Training Review prior to enrolment. A Unique Student Identifier (USI) number for enrolment purposes.

## Possible Career Pathways

Completion of the Ready for Work program will help students gain employment, including Australian Apprenticeships and Traineeships, or progress to further study or employment.

## Further Study Options

- TAFE Certificates
- Higher Education Study
- Apprenticeship or Trainee-ship

**Note:** Students do not gain a full qualification and units from other training packages can be replaced or included by negotiation with Federation TAFE.

## Program Structure

Delivered over 2 terms starting in term 2

## Location

Federation TAFE - Wimmera Campus

## Contact Days/Hours

Wednesdays 9.20am to 3.15pm  
for approximately 18 weeks

## RTO

Federation University Australia  
RTO Code - 4909

## Contact

- Kim Boulton  
Federation TAFE, Wimmera Campus

## Materials Fee

TBC

## School to Work

Not required

## Scored Assessment Available

No

## National Accreditation

units delivered are recognised nationally







# Certificate II in Salon Assistant

Course Code SHB20216

PLUS UNIT SHBBMUP009 - DESIGN & APPLY MAKE-UP FROM  
COURSE CODE SHB20121

**Set yourself up for a career creating and styling. This certificate will provide you with the work-skills and knowledge to enhance your career prospects in a number of careers, but specifically in hairdressing services. The second year of this course also includes a unit from SHB20116, Certificate II in Retail Cosmetics, to provide students with some skills in the beauty industry. This VET program is taught within our dedicated classrooms and simulated salon, Uni Style. After two years of study, you will gain a nationally recognised qualification that also contributes to satisfactory completion of VCE, VCE: VM or VPC.**

## Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM.

180 nominal hours or above  
= 2 VET credits

## Contribution Towards VPC

Every 90 nominal hours of VET  
= 1 unit of credit.

## Contribution Towards VCE

Up to four units at Units 1 and 2 level

## ATAR Contribution

No

## PPE & Other Equipment

Students **must** wear a black and white 'uniform' and closed toe shoes each week. ( no runners)

Specific dress and OHS requirements will be advised at Induction Day.

Units may include;

Contribute to health and safety of self and others BSBWHS201  
Maintain and organise tools, equipment and work areas SHBHIND001  
Provide shampoo and basin services SHBBAS001  
Dry hair to shape SHBHDES001  
Provide head, neck and shoulder massages for relaxation SHBBAS002  
Greet and prepare clients for salon services SHBXCCS003  
Apply hair colour products SHBHCLS001  
Comply with organisational requirements within a personal service environment SHBXIND001  
Produce visual merchandising displays SIRRMER001  
Braid hair SHBHDES002  
Conduct salon financial transactions SHBXCCS001  
Recommend products and services SHBXCCS004  
Communicate as part of a team SHBXIND002  
Design and apply make-up (from Cert II Retail Cosmetics) SHBBMUP002

## Additional Requirements

Must complete a Language, Literacy and Numeracy Assessment and Pre-Training Review prior to enrolment. A Unique Student Identifier (USI) number is required to enrol.

## Possible Study Pathways

Further study:

- Hairdressing apprentice
- Beauty Trainee

## Potential Career Paths

Career opportunities include:

- Hairdresser
- Stylist
- Beauty Therapist
- Small Business Owner

## Program Structure

2 years

## Location

Federation TAFE - Wimmera Campus

## Contact Days/Hours

Wednesdays 9.20am to 3.20pm

## RTO

Federation University Australia

RTO Code - 4909

**Contact** - Kim Boulton

Federation TAFE, Wimmera Campus

## Materials Fee

Paid by DE for Gov funded students. Independent/Catholic students to discuss with your school

## School to Work

A minimum of 40 hours work placement is required.

## Scored Assessment Available

No

## National Accreditation



# Certificate III in Screen & Media

Course Code CUA31020

The Game Art Foundations course will teach students how to develop 3D environments, characters and animation for interactive games. Game art development is an exciting and dynamic entertainment medium that is quickly being adapted into traditional areas such as architecture, product design and film making as well as emerging technologies such as VR and AR.

The course covers the techniques of making 3D artwork for games including: concept art, 3D modeling, texturing, animation, lighting, gray boxing, creating animated game characters, creating interactive environments, adding audio and interactive game play elements

## Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM.

180 nominal hours or above  
= 2 VET credits

## Contribution Towards VPC

Every 90 nominal hours of VET  
= 1 unit of credit.

## Contribution Towards VCE

For a Unit 3–4 sequence, students may be eligible for a fifth or sixth study increment. The increment will be calculated using 10% of the scaled score

## ATAR Contribution

No ATAR available for this course delivery.

Units may include;

Follow a design process CUADES201  
Create 3D digital animations CUAANM302  
Develop drawing skills to communicate ideas CUAACD201  
Explore and apply creative design process to 3D forms CUADES303  
Apply critical thinking skills in a team environment BSBCRT311  
Contribute to health and safety of self and others BSBWGS201  
Work effectively in the creative arts industry CUAIND311  
Explore use of colour BSBDES301  
Create 3D digital models CUAANM313  
Explore and apply the creative design process to 2D forms CUADES302

*Note: Program commencement subject to enrolment numbers. Units of Competency are subject to change. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.*

## Possible Study Pathways

- Certificate III in Media
- Certificate III in Broadcasting
- Certificate IV in Broadcasting
- Diploma of Interactive Media
- Diploma of Professional Games Development.

## Possible Career Paths

- Photography assistant
- Community broadcaster
- Website designer
- Graphic designer
- Journalist
- Digital video and sound editor
- Television production assistant.

## Employment Opportunities

- Organisations/companies dedicated to multimedia production
- Sole operators and self-employed people specialising in any of the above areas
- Multimedia users - companies and individuals.

## Program Structure

2 years

## Location

Horsham College

## Contact Days/Hours

Wednesdays 9.30am to 3.20pm

## RTO

Academy of Interactive Entertainment; Code - 88021  
Delivered by Horsham College

**Contact** - Lyndon Kuhne

## Materials Fee

Paid by DE for Gov funded students. Independent/Catholic students to discuss with your school

## School to Work

A minimum of 20 days work placement is recommended.

## Scored Assessment Available

No

## National Accreditation







# Certificate III in Sport, Aquatics and Recreation

Course Code SIS30122

**This VET program provides students with the opportunity to acquire and develop skills, knowledge and confidence to work in the areas of community, sport and outdoor recreation. Leadership, organisational and specialist activity skills are developed through the units of competency in the selected program with a fitness focus stream throughout the two years.**

## Contribution Towards VCE: VM

A certificate II or above VET Course is mandatory for students studying VCE:VM. 180 nominal hours or above = 2 VET credits

## Contribution Towards VPC

Every 90 nominal hours of VET = 1 unit of credit.

## Contribution Towards VCE

Students will be eligible for two or more units at Units 1 and 2 level and a Units 3 and 4 sequence.

## ATAR Contribution

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study.

## PPE & Other Equipment

Clothing and footwear suitable for physical activities. No singlets.

Units may include;

Maintain sport, fitness and recreation industry knowledge SISXIND001  
Participate in conditioning for sport SISSPAR009  
Continually improve officiating skills and knowledge SISSOF002  
Plan and conduct programs SISXCAI004  
Conduct sport coaching sessions with foundation level participants SISSSCO001  
Facilitate groups SISXCAI006  
Provide first aid HLTAID011  
Respond to emergency situations SISXEMR003  
Provide quality service SISXCCS004  
Provide hire equipment for activities SISXPLD001  
Participate in workplace health and safety HLTWHS001  
Work with diverse people CHCDIV001  
Maintain activity equipment SISXFAC006  
Perform water rescues SISCAQU020

*Note: Second year units are for 2024 only as SIS30115 Sports and Recreation undergoes a teach out period.*

*Program commencement subject to enrolment numbers. Units of Competency are subject to change. This training is delivered with Victorian and Commonwealth Government funding to eligible individuals. All details are accurate at the time of publication.*

## Additional Requirements

Must complete a Language, Literacy and Numeracy Assessment and Pre-Training Review prior to enrolment. A Unique Student Identifier (USI) number is required to enrol.

## Possible Study Pathways

- Certificate IV in Fitness
- Bachelor of Health and Physical Education
- Bachelor of Exercise and Sport Science
- Bachelor of Sports Management

## Potential Career Paths

- Sports Coach
- Sports Administrator
- Physical Education Teacher
- Sports Development Manager
- Sports Scientist
- Sports Marketing Manager

## Program Structure

2 years

## Location

Horsham College

## Contact Days/Hours

Wednesdays 9.30am to 3.20pm

## RTO

IVET Institute; Code - 40548

Delivered by Horsham College

**Contact** - Lyndon Kuhne

## Materials Fee

Paid by DE for Gov funded students. Independent/Catholic students to discuss with your school

## School to Work

A minimum of 40 hours work placement is recommended.

## Scored Assessment Available

Yes

## National Accreditation







## Travel Information



Department  
of Education



Travel services are available from most regions in the Wimmera catchment to VDSS each Wednesday. All services will arrive in Horsham in time for students to get to their chosen course. The following pages will provide all departure and arrival times for services.

The Department of Education will fund 2024 fares associated with travel for VET students only. A bus from Horsham College Bus Exchange to RTOs outside of Horsham College and Federation University operates each VET day and is also paid for by the Department of Education.

Students are reminded that appropriate behaviour is expected at all times. When making an application to enrol in a VET course, students will be required to agree to abide by the Code of Conduct. This is required prior to travel on the public bus system.

Students are responsible to ensure they are at the appropriate departure site in time to catch their bus. Buses will not wait for late students.

At the beginning of the year and on Induction Day staff will be available to assist students find their services while they finding their feet.



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## Heard's Services

Heard's Bus Lines provide five services of transport. The public service from Birchip to Horsham, and private services from Edenhope to Horsham and Murtoa to Horsham. They also provide two local services; from Horsham Bus Exchange to Longerenong College and Carine St. Details on the routes are below.

All services fares are covered by Department of Education for VDSS students.



VET travel enquirers:  
VET Cluster Coordinator  
Di Dent - 0400 865 3390

Heard's		Morning		Afternoon	
Town	Stop	Depart	Arrive	Depart	Arrive
Birchip	Memorial Park	7.25am			5.35pm
Warracknabeal	Scott Street	8.20am			4.50pm
Horsham	Roberts Ave		9.00am	4.10pm	
Horsham	HC Bus Exchange		9.10am	3.45pm	

Heard's		Morning		Afternoon	
Town	Stop	Depart	Arrive	Depart	Arrive
Edenhope	Edenhope College	7.50am			4.20pm
Horsham	HC Bus Exchange		9.00am	3.30pm	

Heard's		Morning		Afternoon	
Town	Stop	Depart	Arrive	Depart	Arrive
Murtoa	Murtoa College	8.25am			4.00pm
Horsham	HC Bus Exchange		9.00am	3.30pm	

Heard's		Morning		Afternoon	
Town	Stop	Depart	Arrive	Depart	Arrive
Horsham	HC Bus Exchange	9.10am			3.30pm
Longerenong	Longy College		9.30am	3.00pm	

Heard's		Morning		Afternoon	
Town	Stop	Depart	Arrive	Depart	Arrive
Horsham	HC Bus Exchange	9.10am			3.30pm
Horsham	Carine St		9.20am	3.15pm	



## Wimmera Roadways Services

Wimmera Roadways provide the service from Kaniva to Horsham. Students traveling from Dimboola should use the Christians service to ensure enough setting is available. The Christian's bus information is on page 32.

Wimmera Roadways also provide the local service in Horsham taking students from Ararat and Stawell who study VET at either Horsham College or Federation University to their stop at Coles supermarket where they walk up to the V/Line bus stop to travel home in the afternoon.

All service fares are covered by Department of Education for VDSS students.



Wimmera Roadways		Morning		Afternoon	
Town	Stop	Depart	Arrive	Depart	Arrive
Kaniva	Mobil Roadhouse	7.30am			5.42pm
Nhill	Information Centre	8.00am			5.17pm
Dimboola	Imaginarium	8.35am			4.42pm
Horsham	HC Bus Exchange		9.02am	4.15pm	

Wimmera Roadways		Morning		Afternoon	
Town	Stop	Depart	Arrive	Depart	Arrive
Horsham	High St			3.29pm	
Horsham	Coles Supermarket				3.33pm

VET travel enquirers:  
VET Cluster Coordinator  
Di Dent - 0400 865 3390





## Christian's Bus Co

Christian's Bus Co provide the run from Hopetoun to Horsham stopping the towns along the way.

This is the service students from Dimboola should use.

Student from Hopetoun College who choose to depart from Warracknabeal should see the Heard's bus information on page 30.

All service fares are covered by Department of Education for VDSS students.



Christian's Bus Lines		Morning		Afternoon	
Town	Stop	Depart	Arrive	Depart	Arrive
Hopetoun	Austin St	6.50am			6.20pm
Yaapeet	Germaine St	7.20am			5.50pm
Rainbow	Federal St	7.35am			5.35pm
Jeparit	Roy St	8.05am			5.10pm
Antwerp	Corner shop	8.27am			5.03pm
Dimboola	Imaginarium	8.35am			4.45pm
Pimpinio	Fisher St	8.49am			4.28pm
Horsham	HC Bus Exchange		9.05am	4.20pm	

VET travel enquirers:  
VET Cluster Coordinator  
Di Dent - 0400 865 3390



## Firefly

Firefly provide a specialist service in the mornings for our VET students. This service transports all students from Ararat and Stawell to Horsham College Bus Exchange.

The service the students catch home is a public service and leaves from the V/Line bus stop in Roberts Avenue in Horsham. Students studying at Longerenong College and Carine st will be dropped off at this stop in the afternoons. Students studying at Horsham College or Federation University will need to use the Wimmera Roadways service to travel to Roberts Ave after their classes.

All service fares are covered by Department of Education for VDSS students.



V/Line - Firefly		Morning		Afternoon	
Town	Stop	Depart	Arrive	Depart	Arrive
Ararat	Bus station	7.30am			4.55pm
Stawell	Bus station	7.55am			4.28pm
Horsham	HC Bus Exchange		8.50am		
Horsham	V/Line Bus Stop			3.38pm	

VET travel enquirers:  
VET Cluster Coordinator  
Di Dent - 0400 865 3390

**FIREFLY**





# Check List

***Do not submit this form***

***Please check you have completed below:***

- **VET Application Form**

- Name and contact details as listed
- Date of birth
- Preferred pronoun - he, she, they, other
- If you are aboriginal or Torres Strait Islander decent
- USI number ([www.usi.gov.au/](http://www.usi.gov.au/))
- VET program name and year level
- Your 2024 intended pathway and year level
- Travel information if using the VET bus
- Scored assessment preference if required
- Form is signed and dated

- **Student Code of Conduct**

- Read and understood the commitment to undertaking a VET course
- Student signed and dated
- Parent/guardian signed and dated

- **Parent/Guardian Permission**

- Student name and date of birth
- Parent/guardian name
- Parent/guardian phone number
- Medical condition affecting participation in VET indicated.
- Read and agree to the guidelines
- Selected appropriate permission statement for student to leave the RTO site
- Selected appropriate permission statement for media consent

***Incomplete applications cannot be accepted.***





# VET Application Form 2024

Please read this form carefully.

In order for your application to be accepted, all forms must be complete.

**Incomplete applications will not be accepted.**

- Complete this form in consultation with your parents/guardians and your careers/pathways coordinator, school VET coordinator and/or your year level coordinator
- VET Placements are allocated based on student study path and year level. A priority placement procedure is used to determine a students place in a course based on their pathway

First Name \_\_\_\_\_ Family Name \_\_\_\_\_

Address \_\_\_\_\_

Post code \_\_\_\_\_

Phone \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Please circle Pronoun - He She Them Other \_\_\_\_\_ Are you - Aboriginal Torres Strait Islander

School \_\_\_\_\_ Student School Email \_\_\_\_\_

Unique Student Identifier (USI) Number \_\_\_\_\_

(Students must have a USI Number to enrol in a course. See <https://www.usi.gov.au>)

Chosen VET Program Name: \_\_\_\_\_

VET Course Year Level in 2024: (circle) 1st Year 2nd Year

School Year Level in 2024: Year 10 Year 11 Year 12

Intended pathway 2024: VCE VCE VM VPC Year 10

If in your second year, Are you seeking a scored assessment for you course? Yes No

Will you require transportation by bus? Yes No

If so, where will you catch your bus? \_\_\_\_\_ What is your destination? \_\_\_\_\_

**Students Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Every effort is made to ensure all students gain entry into their chosen VET course but no placement is guaranteed. Students who do not adhere to the *Student Code of Conduct* or RTO policies may not gain a place in a VET program or may be withdrawn at any time.

**PLEASE RETURN COMPLETED FORMS TO YOUR SCHOOL VET COORDINATOR**



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LLEN



# Student Code of Conduct

*As a participant in VET course of study:*

- I shall strive to meet the attendance, participation and work requirements of the VET program
- I will notify the VET Coordinator at my home school in advance, if I will be absent from VET for any reason, or first thing in the morning on the day of attendance if I am unwell. *(The VET Coordinator will then advise the respective training provider of such absence)*
- I will arrange with my VET program trainer to catch up any missed work in my own time
- I agree to work cooperatively with other students in the VET Program
- I will abide by the VET trainers' rules and rules of the Registered Training Organisation whenever I am on site
- I will treat staff, other students and property with respect at all times
- I will pay the material costs associated with my VET Program if a material fee is required
- I agree to bring all necessary resources (*books, pens, etc*) to enable me to participate in the VET program each week and I will dress in accordance with the dress requirements of the program
- I agree to abide by the Registered Training Organisation's occupational health and safety requirements and will follow directions given by trainers and other staff in the event of an emergency
- I acknowledge that my attendance at VET is reported to my home school
- I understand that all facilities delivering a VET courses and transportation services are smoke/vape free environments, (including bus stops), and I will refrain from smoking/vaping while in attendance

*Bus Travel*

- If required to travel by bus to/from/during my VET program, I will do so in a responsible and considerate manner.
- I acknowledge that if I cause problems on the bus, I may be suspended from travelling on the bus for a period determined by my school, in consultation with the bus company and other relevant persons. I am also aware that if suspended from bus travel it is my responsibility to arrange the alternative travel to and from VET for the period of the suspension

*I understand that:*

- The bus driver has authority to designate seats to students and/or to move a student to another seat on the bus
- Serious breaches may be referred to the "Transit Safety Division" of Victoria Police for investigation and action

## Declaration to be signed by student and parents/guardian

I have read and understand the above Code of Conduct relating to my/the students involvement in VET and agree to follow the conditions set out above. I understand that failure to do so may jeopardise my/the student's place in the VET program and I/the student maybe withdrawn from the program as a result of my/the student's behaviour.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/guardian Signature \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**PLEASE RETURN COMPLETED FORMS TO YOUR SCHOOL VET COORDINATOR**



# Parent/Guardian VET Permission Notice

PRIVATE AND CONFIDENTIAL

Please return to the School VET Coordinator.

Student Name \_\_\_\_\_ DOB \_\_\_\_\_

Parent/Guardians Name \_\_\_\_\_ Phone Number \_\_\_\_\_

School \_\_\_\_\_

**Is there a medical condition that may affect this child while participating in the VET program?** (please circle)      **Yes**      **No**

If yes, details will be requested by the Registered Training Organisation upon enrolment.

Name of VET program \_\_\_\_\_

Classes will be held at Horsham College, Federation University, or Longerenong College.  
Classes will run from February to October each year.

I understand that the student named above will be undertaking classes away from the school site as part of the VET Delivered to Secondary Students program.

1. I give permission for the student named to attend the above-mentioned classes.
2. I am aware students will not be supervised by school staff when undertaking classes at the premises of the external provider, or travelling to and from the provider.
3. I am aware that no responsibility is accepted by the Principal and staff of the school for the loss, theft or damage of personal property belonging to, or in the possession of, the student named.
4. I understand that I will be notified as soon as possible in the event of illness or accident to the student named, but where it is impracticable to communicate with me, I authorise the person in charge, (or their nominee), at the external provider to administer first aid, and to consent to the student named receiving such medical and surgical treatment, (including the administration of an anesthetic), as may be deemed necessary by a legally qualified medical practitioner. I accept full responsibility for the payment of fees incurred should the student named require such treatment.
5. I understand that in the case of an accident or emergency, an ambulance may be called, and I will be liable for any costs incurred. I give permission for relevant medical and emergency information to be provided to the training provider.

The student named has consulted me about their involvement in the VET program.

1. I have read the relevant information about the program and I understand the commitment required by the student named and agree to their participation.
2. I agree to pay costs of materials used as specified in the course details outlined by the training provider, if required.

**Please select by circling for the statements below**

I give permission      I do not give permission      for the student named to leave the RTO site at lunch time, and when not in class

I give permission      I do not give permission      for photographic, video, audio or any other form of electronic recording of the named student to be used in the promotion or publicity of VET.

Signed parent/guardian \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE RETURN COMPLETED FORMS TO YOUR SCHOOL VET COORDINATOR**



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