



WESTALL
Secondary College

2023

VET Information Pack

Westall Secondary College

Rosebank Avenue, Clayton South 3169

 **9546 3233**

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Glossary of Terms

AAP – Australian Apprenticeship Pathways

ATAR- Australian Tertiary Admission Rank

NS – Non Scored Assessment

RTO- Registered Training Organisation

SA – Scored Assessment

SBAT- School Based Apprenticeship/ Traineeship

SWPL – Structured Workplace Learning

SWLR – Structured Workplace Learning Recognition

TAFE- Technical and Further Education

U.O.C – Unit of competency

U.S.I. – Unique Student Identifier

VCAA – Victorian Curriculum Assessment Authority

VCAL- Victorian Certificate of Applied Learning

VCE- Victorian Certificate of Education

VET- Vocational Educational Training

VETDDS- Vocational Education Training Delivered Secondary Schools

VM – Vocational Major

VTAC – Victorian Tertiary Admissions Centre

PLEASE NOTE: If you are interested in any course that is not listed in this booklet, please see Ms Geraldine Borgonha in Careers - Room B 26.

Websites

Holmesglen	https://holmesglen.edu.au/vetis/
Chisholm	https://www.chisholm.edu.au/career-fields/vet-in-schools
Kangan Institute	https://www.kangan.edu.au/courses/vet-in-schools
Integrity Business College	https://integritybusinesscollege.com/
USI	https://www.usi.gov.au/students/find-your-usi
VFA Learning	https://vfalearning.vic.edu.au/school-based-apprenticeships/
VCAA	https://www.vcaa.vic.edu.au/Pages/vet/VETFAQs-GettingStarted.aspx http://www.vcaa.vic.edu.au/Pages/vet/programs/index.aspx
VTAC	http://www.vtac.edu.au/
AAP	https://www.aapathways.com.au/career-research
U-TRAIN	https://www.utrain.com.au/

What is VET/VETDSS?

Vocational Education and Training (VET) allows you to do nationally recognized training as part of your Victorian Certificate of Education (VCE) or Vocational Major.

VET programs involve competency-based learning, which means that students have to perform tasks and duties to a standard expected in employment.

The industries you can explore through VET are diverse and students generally attend VET courses at a TAFE (e.g.: Chisholm, Holmesglen) or a Registered Training Organisation. VETDSS opens doors to further study of advanced qualifications, such as Diplomas or Bachelor Degrees and enables the practical skills and knowledge gained to make students more employable. Examples of possible career pathways are included in the course selection guide.

Scored assessment in VCE VET programs

Selected VCE VET programs have a study score component based on the designated Units 3 and 4 sequence of their program. (generally, second year) For scored VCE VET programs, the study score is calculated using

assessments of each student's levels of performance. Judgments about each student's level of performance are based on evidence from two sources:

- school-assessed coursework – a set of coursework tasks set by the assessor
- an exam set by VCAA.

It is important to note that:

- The Units 3 and 4 sequences of VCE VET programs are not designed as stand-alone studies. Students are strongly advised against undertaking the Units 3 and 4 sequence without first completing Units 1 and 2.
- Where a student does not wish to receive a study score or any grade for a VCE VET program, the student simply does not undertake the exam.

VCE VET Programs with a study score

The following examples of VCE VET programs have a study score available to students undertaking the relevant Units 3 and 4 sequence. For a full list visit <https://www.vcaa.vic.edu.au/curriculum/vet/vce-vet-programs/Pages/Index.aspx>

- Business
- Community Services
- Creative and Digital Media
- Dance
- Engineering
- Equine Studies
- Furnishing
- Health
 - **Hospitality** - Cert II in Kitchen Operations – classes are held at WESTALL SECONDARY COLLEGE – it is time tabled usually on Mondays until 4:30 pm and Thursdays.
- Information, Digital Media and Technology
- Integrated Technologies
- Laboratory Skills
- Music Industry (Music Performance and Sound Production)
 - **Sport and Recreation** – Cert II Sport and Recreation - Units 1 and 2 will run at WESTALL SECONDARY COLLEGE. In 2022, it has been on a Friday Periods 3 and 4. This program will run if we have sufficient student numbers.
- The contribution of a scored VCE VET program is as follows:
- Any contribution to the ATAR is subject to satisfactory completion of the designated Units 3 and 4 sequence.
- The study score will 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.

- A contribution to the ATAR is subject to receiving a study score
- Students may choose not to receive a study score; however, in that case they will not be eligible for any ATAR contribution from the Units 3 and 4 sequence of that scored VCE VET program.
- Block Credit Recognition – Students that undertake qualifications that are not approved by VCAA may also be eligible for credit towards their VCE through Block Credit. This is achieved by being awarded successful completion of units of competency.

For further information on the contribution of scored VCE VET programs to the ATAR, refer to the VTAC website. <http://www.vtac.edu.au/>

Advantages of VETDSS

There are many advantages to completing vocational education and training in school. It can provide you with:

- A VCE and/or VM certificate and a Nationally recognized VET certificate issued by a registered training organization
- An enhanced ATAR which can improve access to further education.
- Pathways to employment and/or further VET qualifications and training.
- Workplace experience gained through structured workplace learning.

How do I know if I'm eligible to study a VETDSS?

You are eligible for VETDSS if you are:

- An Australian citizen or an Australian permanent resident (hold a permanent visa)
- A New Zealand citizen.
- Enrolled in VCE or Vocational Major.

What is Structured Workplace Learning? (SWL)

Work Placement allows students to practice existing skills and acquire new skills and knowledge in a supervised workplace setting.

Every Vocational Major student will complete one day of Structured Workplace Learning per week as part of their program. Most students will opt to complete this on a Thursday or Friday and will be attending VET (TAFE) on a Wednesday.

Students undertaking a School Based Apprenticeship will undertake SWL with their host employer as well as on the job training and may also attend TAFE in blocks throughout the year.

SWL is an integral part of the Westall Secondary College Vocational Major program and is a compulsory part of the program. VCE students must meet with Senior school leaders to have this option fully approved to suit their timetable.

<https://www.vcaa.vic.edu.au/curriculum/vet/swl-vet/Pages/SWL-recognition.aspx#2023>

Structured workplace learning recognition

Structured work place learning recognition provides an opportunity to gain credit towards VCE or VM. Students are required to be enrolled in an approved VCE /VET program. You can view a list of the approved programs here <http://www.vcaa.vic.edu.au/Pages/vet/programs/index.aspx>.

The units enrolled in must reflect the VCE/ VET program or SBAT the student is undertaking.

What are students assessed on?

- Completing at least 80 hours of SWL
- Gathering evidence from their work placements and reflecting on how their experience relates to their VET qualification.
- Reflecting on the workplace health and safety (WHS) unit of competency and 5 other UOC's listed in the work place learning record.

Credit is available at VCE Units level 1 and 2, and for all three levels of VM as General Credits.

- One unit of credit is available for each year (180 nominal hours) of a VCE VET program with up to a maximum of three credits.
- Students undertaking multiple VCE VET programs or School Based Apprenticeships or Traineeships (SBAT's) are eligible for a maximum of four credits.
- Students enrolled in any other nationally recognised qualification at certificate 11 level or above can apply for block credit.

For more information, please see the following

<https://www.vcaa.vic.edu.au/curriculum/vet/swl-vet/Pages/SWL-recognition.aspx#2023>

What is Vocational Major? – replacing VCAL VCE – Vocational Major

Within this program, students will undertake an applied learning pathway over the course of their studies in Year 11 and 12. This program is ideally suited for

students who are not seeking a pathway requiring an ATAR. No VCE Vocational Major units are scored.

Students will study Literacy, Numeracy, Work Related Skills and Personal Development Skills. They will also undertake a VET certification and complete Structured Workplace Learning. There is a requirement for students to complete a minimum of 16 Units across the two years, with English plus 3 more Unit 3/4 sequences. Students who do not complete the second year (Year 12) will receive an Enhanced Statement of Results from VCAA indicating units completed towards the VCE Vocational Major.

Students undertaking this program attend school on Monday, Tuesday and Thursday with Wednesday set aside for TAFE (VET) courses and Friday for Structured Workplace Learning (Year 12) and Monday, Tuesday and Friday (Year 11) with Wednesday set aside for TAFE (VET) courses and Thursday for Structured Workplace Learning.

Where possible, individual programs will be able to be tailored to best suit the needs of each student with consideration of the requirements students must meet in order to obtain the certification.

Students are encouraged to commence School Based Apprenticeships and Traineeships through the VCE Vocational Major.

What is TAFE?

TAFE institutes are government funded Registered Training Organizations that offer Vocational Education and Training relating to a specific industry or occupation.

Westall Secondary College have strong associations with Chisholm, Holmesglen, and Kangan Institute.

What does ATAR mean?

The ATAR or Australian Tertiary Admissions Rank is the number which determines a student's entry into university. The ATAR achieved by a student is a rank in relation to all other eligible students in a given year. For a detailed explanation go to www.vtac.edu.au/results-offers/atar-explained.html

What is an R.T.O.?

A registered training organization (RTO) is a provider and assessor of nationally recognized vocational education and training. They can offer students training and qualifications or statements of attainment that are

recognized across Australia and are accepted by industry and other educational institutions.

What is an Australian School-based Apprenticeship?

An Australian School-based Apprenticeship is an Australian Apprenticeship which is undertaken part-time while the apprentice or trainee is at school. It combines paid employment, on or off-the-job vocational training and senior secondary school studies.

An Australian School-based Apprenticeship provides senior secondary students with hands-on industry experience, and the ability to work towards or complete a nationally recognized qualification, while they complete their senior school certificate.

Download the **Australian School-based Apprenticeship** fact sheet.

How is VETDSS different to SBATs?

There is a key difference between VETDSS and School-Based Apprenticeships and Traineeships (SBATs).

SBATs provide both structured training and part-time work components, which is essentially a part time apprenticeship.

The part-time work is delivered through an apprenticeship or traineeship.

VETDSS only consists of the structured training component.

Both programs provide you with a nationally recognized qualification when you finish school. e.g. when undertaking SBATs, students complete a minimum of one day of structured training and a minimum one day of workplace-based training every week. VETDSS structured training is delivered in schools and can easily fit into a VCE or VM timetable.

How is VETDSS different from VCE Mainstream subjects?

Students study in an adult learning environment and get a taste of what to expect after you leave high school. In many VET courses, you spend time on a structured work placement (SWPL), which gives you experience of working in your chosen industry. Assessment is competency based, which means you are not 'graded', but you are marked as being either competent or not competent in a specific skill or task.

How long are VET courses?

VET courses generally run for two years, with classes held one day or afternoon a week during school terms. (Wednesdays) Students should ensure this option does not clash with their internal subject choices.

What do I get at the end?

When you complete a VET course, you are awarded a nationally recognized certificate qualification. E.g.: Certificate II or III Hospitality

Are there any prerequisites?


To enroll in a VET course, you must be older than 15 years, with some TAFES and courses requiring a minimum of 16 years old. Students must be enrolled as a full-time student at Westall Secondary College. Please note several courses require a minimum of year 10 math. E.g.: Certificate II Electrotechnology, Certificate II Engineering Studies, Certificate 111 Early Childhood Learning

VET courses indicative fees for 2023


All VET courses may incur an additional cost for materials. e.g: Uniform (hospitality), makeup kit (beauty) or relevant text books (electrotech) required by the TAFE.

All appropriate PPE must be supplied by student.

Campus Locations

HOLMESGLEN TAFE Virtual Tour	https://holmesglen.edu.au/Students/Secondary-School-Students/Study-area-and-campus-tours/#campus 
Location	Moorabbin – 488 South Road Chadstone - Cnr. Batesford/Warrigal Rd Glen Waverley – 595 Waverley Road Bourke Street – Level 3, 206 Bourke Street, Melbourne
Public Transport	Moorabbin - Public transport short walk from Moorabbin train station (on the Frankston line) and is accessible by various bus routes. From Westall Secondary College, there is a direct bus 630 which runs on Rosebank Avenue – 8 bus stops and you are there. Chadstone - Bus route directly Warrigal Rd. Accessible via train routes

CHISHOLM TAFE

Location	Frankston - Fletcher Road, Frankston Dandenong - 121 Stud Road
	

Campus Locations



Hallam Senior College

Address: 74-84 Frawley Rd, Hallam VIC 3803

Public transport

Westall Train Station to Hallam Train Station and Bus 893 for 4 stops.



KANGAN INSTITUTE

Virtual Tour	https://www.kangan.edu.au/automotive-3d-tours https://info.kangan.edu.au/creative-industries-3d-tour
Location	Richmond - 85 Cremorne Street 5-minute walk from Richmond station Docklands - 1 Batmans Hill Drive 10-minute walk from Southern Cross Station
Public Transport	Richmond - 5 minute walk from Richmond station Docklands - 10 minute walk from Southern Cross station

INTEGRITY BUSINESS COLLEGE

Location	Docklands - 198 Harbour Esplanade
Public Transport	Short walk from Southern Cross station


BOX HILL

Location	Melbourne CBD - 253 Flinders Lane, Melbourne BoxHill - 465 Eldgar Road
Public Transport	CBD - Train, short walk

U-TRAIN

Location	Melbourne CBD - Level 2/696 Bourke Street Narre Warren – Ground Floor, 58 Victor Crescent
Public Transport	CBD - Train, short walk Pakenham Train line

Enrolment process

Task	
Research and gather information on course of interest/Meet with Ms Geraldine Borgonha in Careers - Room B 26 for course information	
Get 2023 VET STUDENT APPLICATION form from Careers Office – Room B26	
Check for possible timetable clash	
Apply for USI number	
Return completed and signed form to VET Co-ordinator - Ms Geraldine Borgonha in Careers - Room B 26 by Monday, 29 August 2022 or earlier so that you get a place in VET.	
Receive confirmation of enrolment via email address provided.	
Receive confirmation of commencement dates/times from VET Co-ordinator, Ms Geraldine Borgonha in Careers - Room B 26	
Organise any materials, uniform etc. Travel to and from TAFE arrangements – This is the students responsibility.	

Please note: Timely return ensures securing a placement in the more popular courses. (e.g.: Beauty, Building & Construction). A letter confirming enrolment will be sent to the email address provided. Chisholm applicants will receive an e-form request. This MUST be completed for the enrolment to proceed. Please note in the event the student commences the course and decides they don't want to continue, they must do so in the first 3 weeks of study.

VET Courses for 2023

VET Courses 2023	Scored / Non Scored Assessment
Cert111 Acting (Screen) – First/Second year – Elizabeth Murdoch College, MT. Eliza	NS
Cert11 Allied Health Assistance – First /second year – Kangan - Richmond	SA
Cert111 Allied Health Assistance – First/Second Year – Holmesglen – Moorabbin	SA
Cert11 Applied Fashion Design – First/Second year – Holmesglen – Chadstone	NS
Cert11 Applied Fashion & Design – First/Second year -Kangan - Richmond	NS
Cert11 Animal Studies-First/Second Year - Boxhill Institute – City/Boxhill	NS
Cert11 Automotive Panel & Paint-First /Second year-Kangan - Docklands	NS VCE/VET
Cert11 Automotive Mechanical-First /Second Year-Chisholm-Frankston	NS VCE/VET
Cert11 Automotive Mechanical – First/Second Year – Kangan - Docklands	NS VCE/VET
Cert111 Aquatics & Community Recreation – First year – VFA Learning	SBAT
Cert111 Beauty Services-First Year/Second year-Chisholm-Frankston/City	NS VCE/VET
Cert111 Beauty Services-First/second year – Holmesglen/City - Moorabbin	NS VCE/VET
Cert11 Building & Construction-(Carpentry) First /Second/Third Year-Chisholm-Frankston/Dandenong	NS VCE/VET
Cert11 Building & Construction- (Carpentry) First/Second -Holmesglen-Chadstone	NS VCE/VET
Cert11 & 111 Business – First/Second year – Chisholm - Frankston	SA
Cert111 Business – First year – Integrity Business College – Docklands Second year – SBAT - IBC/employer	SBAT
Cert111 Business – First year – SBAT/Employer – IBC – Docklands Cert1V Business Pathway program - Second year – IBC	
Cert 111 Business – Legal – First/Second year – Chisholm - Frankston	BLOCK
Cert11 Small Business /Operations/Innovations– First/second year – Holmesglen – Glen Waverley	NS
Cert11 Construction Pathways –First/Second year – Holmesglen, Chadstone	NS

Cert11 Community Services-First /Second year -Chisholm-Frankston	NS VCE/VET
Cert11 Computer Assembly & Repair-First /Second year-Chisholm-Frankston	BLOCK
Cert111 Dance – First/Second year – Sandringham College	SA
Cert111 Design Fundamentals – Graphic Design – Chisholm - Frankston	BLOCK
Cert111 Design Fundamentals – Photography – First/Second Year – Chisholm – Frankston	BLOCK CREDIT
Cert111 Early Childhood Education – First/Second Year – Chisholm – Frankston	NS VCE/VET
Cert111 Early Childhood Education – First/Second year – Holmesglen – Moorabbin	NS VCE/VET
Cert111 Education Support – First year – U-Train – City	SBAT
Cert11 Engineering-First/Second Year-Chisholm-Frankston	SA
Cert11 Engineering- Fabrication - First/ Second Year-Holmesglen – Moorabbin	SA
Cert11 Electrotechnology Career Start – First/Second Year – Chisholm Frankston	NS VCE/VET
Cert11 Electrotechnology – First/Second Year – Holmesglen - Moorabbin	NS VCE/VET
Cert11 Equine Studies – First/Second year – Boxhill TAFE	SA
Cert111 Event Management – First/Second year – Holmesglen - Moorabbin	NS/VCE/VET
Cert111 Fitness - First year – U-Train – City	SBAT
Cert11 Furniture Making Pathways-First/Second year – Chisholm - Frankston	SA
Cert111 Health Services Assistant – First/Second year – Chisholm - Frankston	SA
Cert11 Health Support Services – TMG College – One year	NS
Cert11 Horticulture-First/Second year - Holmesglen- Glen Waverley	NS VCE/VET
Cert11 Horticulture-First/Second Year- Chisholm – Cranbourne	NS VCE/VET
Cert11 Hospitality – Kitchen Operations – William Angliss	NS VCE/VET
Cert11 Hospitality -First/Second Year-Holmesglen-Moorabbin	NS VCE/VET

Cert11 Hospitality – First/Second year – Chisholm - Frankston	SA
Cert11 Kitchen Operations – Holmesglen, Moorabbin	NS VCE/VET
Cert11 Kitchen Operations – First/Second Year – Chisholm - Frankston	NS VCE/VET
Cert11 Hospitality/Patisserie – First/Second Year – Chisholm - Frankston	NS VCE/VET
Cert111 Individual Support – First year – U-Train – City	SBAT
Cert111 Interior Design-First/Second Year-Holmesglen-Chadstone	BLOCK
Cert111 Information, Digital Media – First/Second year – Chisholm - Frankston	NS VCE/VET
Cert111 Information, Digital media/Games Stream – First/Second year – Holmesglen - Moorabbin	SA
Cert111 Information, Digital Media & Technology/Games Creation – First/Second year – Sandringham College	SA
Cert111 Information, Digital, Media & Technology – SBAT – Semester based programs 6 -7 months – Holmesglen in conjunction with Lightmare Studios	SBAT
Cert111 Makeup – First/Second year – Chisholm - Frankston	NS VCE/VET
Cert111 Music Industry – Performance stream – First/Second year – TBA	SA
Cert111 Lab Skills – First/Second year – Holmesglen - Moorabbin	SA
Cert11 Plumbing – First/Second year – Boxhill TAFE	NS VCE/VET
Cert11 Plumbing – First/Second year – Chisholm – Frankston/Dandenong	NS VCE/VET
Project Ready – Cert11 Active Volunteering – BKGLLEN - Hampton	NS
Cert11 Retail Cosmetics – 1 year – Kangan - Richmond	NS VCE/VET
Cert11 Salon Assistant – First Year – Chisholm - Frankston	NS VCE/VET
Cert11 Salon Assistance – First year – Kangan - Richmond	NS VCE/VET
Cert111 Screen Media – First/Second year – Chisholm - Frankston	SC
Cert11 & 111 Sport & Rec – Chisholm - Frankston	SC
Cert111 Sport & Rec – Holmesglen – First/Second year - Moorabbin	SC

Cert111 Visual Arts – First/Second year – Chisholm - Frankston	BLOCK CRDT
Cert11 Tourism-First/Second Year-Chisholm-Frankston	BLOCK CRDT
Cert11 Tourism-First/Second Year-Holmesglen-Moorabbin	BLOCK CRDT

Course Overview

ANIMAL STUDIES

CERTIFICATE II IN ANIMAL STUDIES (ACM20110)

Location: Boxhill TAFE – City campus or Boxhill. 2-year course Wednesday – 1.30pm – 5.30pm Fast track program available Wed 1.30pm – 7.30pm – Boxhill only

This course is suitable for students that have a keen interest in the wellbeing and welfare of animals. It provides participants with an introduction to the animal care and management industry.

Sample Units: Feed and water animals, provide basic care of dogs, provide basic care of cats, provide basic first aid for animals. Student must have tetanus vax. At least 80 hours of work placement is required.

CERTIFICATE II EQUINE STUDIES (22246VIC)

Location: Boxhill or City Campus, 2-year course
Wednesday 2:00 to 5:30 (Box Hill or City)

- You are required to attend full practical training days, six times in the first year and three times in the second.
- This course can only be completed as part of your secondary school studies in years 10, 11 and 12. You must have the approval of your school to enroll in the course.
- Students must weigh less than 95kg to undertake horse riding practical activities due to availability of horses.
- It is highly recommended that you have current ambulance cover and tetanus vaccination when working with horses.
- Designed as an introduction to the equine industry. In the first year of the course you will learn the skills and knowledge to work safely with horses including basic horse husbandry and care, understanding equine behavior, daily work routines and equine anatomy.
- In second year you will learn how to identify and monitor the signs of common illness and injury in horses; understand basic horse physiology and the impact of illness and injury on horses; identify conformation in horses and develop the ability to use appropriate

conformation terminology to describe the relationship between conformation, movement and function; and gain understanding of how to implement feeding programs, monitor the quality of feed, feed supplements and individual feeding habits of horses.

ARTS AND DESIGN

CERTIFICATE II ACTING (Screen)

Location: Elisabeth Murdoch College, 80 Warrandyte Rd, Langwarrin

Wednesdays: 1.00 – 4.00pm

Course provides the skills, knowledge and attitudes for training in acting for film and television. Course content include:- filming in front of camera, confidence and communication builder, skills proficiency in interviewing, auditioning and screen testing, develop digital skills that will ensure relevance and transferability into industry. Production of a film project using OUC electives

CERTIFICATE II DANCE (CUA20111)

Location: Australian Dance Council - Sandringham College (7- 10 Campus) – Bluff Road, Highett

First year (Wednesday 2pm – 5pm).

Second year (Wednesday 1pm – 4pm)

The Dance program involves accredited training which aims to provide students with technical and performance skills as well as the knowledge to establishing a career within the entertainment industry. The program involves group and solo performances.

It enables students to develop the knowledge and skills to participate in a variety of dance routines and leads to further education and training in the performing arts industry. Units 1 and 2 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 student's own area of work. Units 3 and 4 involves students sourcing and applying entertainment industry knowledge, preparing for a dance performance, refining basic dance techniques, applying basic dance techniques for performances.

Selection Criteria

Recommended that students have prior dance experience.

Student suitability decided by home school/ referral by home school to program.

Students may be required to audition and provide details or documentation of current or previous training. The Trainer will contact students to organise this process

Sample Program Outline

- Source and apply industry knowledge
- Apply basic First Aid
- Develop a basic level of physical condition for dance performance.
- Develop basic dance techniques
- Source information on history and theory and apply it to own area of work
- Prepare self for a dance performance
- Refine basic dance techniques
- Apply basic dance techniques for performances

CERTIFICATE III DESIGN FUNDAMENTALS – PHOTOGRAPHY (CUA30715)

Location: Chisholm, Dandenong/Frankston Length: 2 years' part time
Wednesday 8.30a – 4.30pm

Overview: This course you will develop a portfolio aligned to food, event, makeup, styling and fashion industries. You will build the theoretical and practical skills to develop photographic expertise both in the studio and on location.

This course is for those interested in a career pathway of visual artist, graphic designer, photographer, digital artist, art consultant.

CERTIFICATE III DESIGN FUNDAMENTALS – GRAPHIC DESIGN (CUA30715)

Location: Chisholm, Frankston – 2 years' part time Wednesdays 8.30am – 4.30pm

Overview: This course is aimed at supporting creative arts industries including emerging technology. Students will learn skills in photo imaging and 3 D printing to support a range of creative arts industries including screen and media, interactive games, graphic design and visual arts.

This course is for those interested in product design, graphic designer, web design

CERTIFICATE III VISUAL ARTS (CUA31115)

Location: Chisholm, Frankston – 2 years' part time Wednesday 8.30am – 4.30 pm

Overview: This course will prepare you for further study in all visual and creative arts fields. The course concentrates on creative thinking, drawing

techniques, life and observational drawing, printmaking, intaglio and relief, painting oil and acrylic, stretcher and surface preparation, sculpture, exploration of many different mediums.

CERTIFICATE III INTERIOR DECORATION RETAIL SERVICES (MSF31018)

Location: Holmesglen, Chadstone: 2 years' part time Timetable: Wednesdays, 1.30 pm – 5.30 pm

Overview This course is designed to develop the knowledge and skills you require for selection and coordination of interior furnishings and finishes in the decoration of domestic and commercial interiors. You will study interior decoration and learn to plan and implement creative design and decoration solutions for a variety of interior environments.

You will also learn skills in computing, Google SketchUp, presentation methods, soft furnishings, hard material application, color theory and application. You will have the opportunity to use Adobe design software throughout the course and you will create a folio of design work for art and design courses at tertiary level.

This course is suitable if you have an interest in interior design, color consultation and styling.

CERTIFICATE III SCREEN AND MEDIA (CUA31015)

Location: Chisholm Frankston – Wednesday 8.30 am – 12.30pm , second year 1pm – 5pm - 2 years' part time

This course equips students to work as an assistant in multimedia and design industries. Delivers industry relevant computer equipment skills. An important focus of this course is to develop employability skills in the areas of communication, problem solving, initiative and enterprise, self-management, working in teams, planning and organisation.

CERTIFICATE II APPLIED FASHION DESIGN AND TECHNOLOGY (MST20616)

Location: City – Holmesglen, St Kilda Rd Program length: 2 years' part time Timetable: Wednesdays, 1.30 pm – 5.30 pm

Overview If you love fashion, working with fabric and design and would like a career in the fashion industry, this could be the perfect starting point for you. This course introduces you to all facets of the fashion design and production process.

During the course, you will learn how to create fashion illustrations, both by hand and digitally, put together color and fabric proposals, draft patterns and sew garments. You will learn all these skills in purpose built, industry

standard facilities, on the latest industrial equipment and taught by industry professionals.

This course is a starting point if you are interested in further study and a career in different areas within the fashion design field, including fashion design, pattern making and drafting, production, marketing or styling.

This course provides an overview of fashion design, which can lead to employment opportunities producing fashion products where a basic understanding of design skills is required.

CERTIFICATE II APPLIED FASHION, DESIGN AND TECHNOLOGY (MST20616)

Location: Kangan – Richmond campus Wednesdays 9am – 1pm or 1.45pm – 4.45pm, 2 years' part time

Overview: Provides students with the knowledge and skills to achieve competencies to enhance their employment prospects in the fashion industry.

Sample Units: Draw and interpret a basic sketch, use a sewing machine for fashion design, produce a simple garment.

This course provides a strong base for future fashion related studies.

AUTOMOTIVE

CERTIFICATE II AUTOMOTIVE - MECHANICAL (AUR20716)

Location: Kangan, Docklands Wednesday 8.30am – 12.30pm or 1.45 pm – 5.30pm, 2-year course

This course provides participants with the general knowledge and practical workshop skills in motor mechanics, auto electrical, parts interpreting, light engines and engine reconditioning.

This course is equivalent to a Pre-apprenticeship and Kangan will connect the student to employment opportunities. All students are expected to engage in at least 10 days of practical work placement.

CERTIFICATE II AUTOMOTIVE – MECHANICAL (AUR20716)

Location: Chisholm, Frankston 2-year course Wednesday 8.30am – 12.30pm or Wednesday 1.00pm – 5.00 pm

Structured Workplace Learning (SWL) SWL is not mandatory, though the VCAA strongly recommend a minimum of ten days' work placement for each year of this program.

Overview: Sample Units: Follow safe working practices in an automotive workplace, Carry out basic vehicle servicing operations, Construct and test basic electronic circuits, Dismantle and assemble multi-cylinder four-stroke petrol engines, Identify automotive electrical systems and components , Identify automotive mechanical systems and components, Remove and replace clutch assemblies, Remove and replace vehicle front suspension springs , Carry out research into the automotive industry, Follow environmental and sustainability best practice in an automotive workplace, Use and maintain tools and equipment in an automotive workplace, Communicate effectively in an automotive workplace, Resolve routine problems in an automotive workplace.

BUILDING AND CONSTRUCTION

CERTIFICATE II IN BUILDING AND CONSTRUCTION – CARPENTRY (PARTIAL) (22338VIC)

Location: Holmesglen, Chadstone Program length: 2 years' part time
Timetable: Wednesdays 8.30 am – 12.30 pm / 1.30pm – 5.30pm.

Overview This course opens employment opportunities in the building construction and building design industries by providing you with the skills and knowledge you need for the carpentry and building trades. It is designed to improve your carpentry or associated building trades apprenticeship prospects.

During the course you will gain experience in using hand and power tools, and learn a wide range of carpentry skills, including how to install windows and doors, wall framing, interior fixing and roofing.

Successfully completing this course gives you credit towards a CPC30211 Certificate III in Carpentry – Apprenticeship. You will need to have a contact with an employer before continuing your training as an apprentice.

CERTIFICATE II BUILDING AND CONSTRUCTION – CARPENTRY (22338 VIC)

Location: Chisholm, Frankston length 2 years – Wednesdays or Fridays 8am – 12noon or 12.30pm – 4.30pm

Overview: On completion of this course students will have completed 2/3 of a Pre-app. Options available for students to complete remaining units over the summer holidays or if started in year 10, complete the third year in year 12.

CERTIFICATE II CONSTRUCTION PATHWAYS – CPC 20211

Location: Holmesglen, Chadstone – 2 years Wednesday 1.30pm – 5.30pm

This course will give you a chance to sample a variety of trade skills and help you find your career path in a highly employable sector.

You'll learn the best work health and safety practices, how to correctly use tools, and learn about the materials you will be working with.

You will understand the job, and what is required of you and be able to effectively communicate with your work-mates.

This qualification's core unit will meet the requirements, and provide credits in most Certificate III qualifications - apprenticeship courses - in building and construction trades.

You'll gain an understanding of building skills and principles and be exposed to common scenarios you'll experience on the job.

This course will give you a chance to sample a variety of trade skills and help you find your career path in a highly employable sector.

CERTIFICATE II ELECTROTECHNOLOGY (CAREER START) (UEE22011)

Location: Holmesglen, Moorabbin – 2 years' part time Wednesdays 12.30pm – 4.30 pm (VCE students only) 8.30AM – 3.30PM (VM student only)

Overview: The course offers the opportunity to develop competencies for a work entry program providing grounding in safety, and basic skills and knowledge for work in any electrotechnology industry.

The course is a pre-vocational electrical program, designed to provide an introduction to the electrical/electronic industries in areas such as air-conditioning, electrical, refrigeration, or instrumentation.

It enables you to develop broad based competencies in a range of electrotechnology fields such as lighting, general power, fire protection and security, robotics, instrumentation, optical data and voice systems, electrical motors and control systems.

This course requires at least Year 10 mathematical knowledge and is not recommended if you find mathematics at this level challenging.

Successful completion of the course can be credited towards your apprenticeship training.

CERTIFICATE II ELECTROTECHNOLOGY (CAREER START) (22209 VIC)

Location: Chisholm, Frankston 2-year program – Wednesdays 8.30am – 12.30pm or 12.30pm – 5pm

Overview: The training is project-based and gives hands on experience in the workshop and an introduction to the various careers available in electrotechnology. These careers include electrical, electronics, renewable energy and telecommunications. Students who complete both years of the UEE22011 - Certificate II in Electrotechnology (Career Start) will have completed a nationally recognised prevocational qualification for careers in this industry. This may reduce future training in electrotechnology by up to 6 months. This course requires at least year 10 Maths.

CERTIFICATE II FURNITURE MAKING PATHWAY MSF20516

Location- Chisholm, Frankston – 2 years' part time Wednesdays 1pm – 6pm

Year 10 level of math and English preferred

Overview: During the course, you'll learn practical skills in areas such as furniture assembly; measurements and calculations; quality standards; team work; communication; documentation; workplace safety.

Experienced teachers, who are experts in the field, will guide you through the program, which is mostly project based. This nationally recognised qualification may lead to an apprenticeship in your chosen trade.

CERT11 PLUMBING (PREAPP) (22569)

Location: Holmesglen TAFE, Chadstone, 2 years part-time, Wednesdays Times TBC

The course is delivered in Holmesglen's specially designed facilities, where an emphasis is placed on providing hands-on practical training.

Students will be provided with the following skills and knowledge in plumbing, including:

- technical drawing and plan development
- plumbing fixtures and fittings,
- introduction to welding.

Students will learn the basic language used in relation to materials used, tools and types of work.

CERTIFICATE II PLUMBING (PREAPP) (22304VIC)

Location: Chisholm, Frankston 2 years' part time Wednesdays 8am – 12pm or 1pm – 5pm

Overview: This course offers students full completion of the accredited pre-apprenticeship course specifically designed for people who want to enter the plumbing industry or to prepare for entry into a plumbing and gas-fitting apprenticeship.

CERTIFICATE II PLUMBING – BOXHILL TAFE – BOXHILL

Wed 8.00am – 12.30pm or 1.30pm – 6pm

This course will equip you with the skills and knowledge for entry into an apprenticeship within the plumbing industry. You will be introduced to the basic skills and knowledge that underpin the Certificate III in Plumbing (CPC32413). You will learn some of the following skills and knowledge topics: the calculations to carry out your work, produce technical drawings, select and use the correct plumbing tools, equipment and materials, plumbing supplies, principles of sustainability in the plumbing industry, employment opportunities in the plumbing industry, maintain safe working conditions and complete basic first aid and completion of your white card for the construction industry.

BUSINESS

CERTIFICATE III BUSINESS (BSB30115)

Location: Chisholm, Frankston 2-year program Wednesdays 1.00pm – 5.00pm

Overview: The Certificate III in Business provides students with the opportunity to develop a broad range of skills and knowledge to work in a variety of work contexts using discretion, judgement and relevant theoretical knowledge.

This course includes Deliver and monitor a service to customers, Design and produce business documents, Organise personal work priorities and development, Organise workplace information and recommend products and services.

Certificate II in Business (BSB20115) – first year, Year 10 level of math and English preferred

CERTIFICATE III IN LEGAL SERVICES (LEGAL) (BSB30320)

Location: Chisholm, Frankston 2-year program Wednesdays – Year 1 & 2 – 12.30 – 4.30pm

Overview: This two-year program provides an entry level qualification for students wishing to work in both the private and public sectors of the legal system. Provides a pathway into further studies in legal and justice. You will become competent in a wide range of general information and communication including time management. Learn to use business and legal software.

CERTIFICATE II IN BUSINESS (BSB20115)

Location: Chisholm, Frankston 2 years – Wednesdays 1pm – 5pm

Overview: This course gives students the opportunity to develop skills in employment in an office environment and provides a pathway into higher level qualifications.

Year 10 Math's and English a prerequisite

CERTIFICATE III BUSINESS (BSB 30115)

Location: Integrity Business College, Docklands Wednesdays

This course will provide a sound knowledge and skill base for your business and administration career.

You will gain a broad range of skills which may include using computer applications, customer service, business documentation and human resources. This partial completion of the Certificate III qualification provides the Units 3 & 4 sequence of VCE VET Business and is not designed as a stand-alone study.

Students should not undertake Units 3 & 4 without having completed Units 1 & 2 prior. This course is a direct pathway into a Certificate IV in Business at Integrity or if in Year 11, a pathway into the SBAT program.

COMMUNITY AND ALLIED HEALTH SERVICES

CERTIFICATE III IN ALLIED HEALTH ASSISTANCE (HLT33015)

Location: Holmesglen -Moorabbin Program length: 2 years' part time

Timetable: Wednesdays, 1.30 pm – 4.30 pm

Overview This course is suitable if you are interested in working in the healthcare sector and becoming an allied health assistant or an assistant in nursing. The two years of delivery will give you an opportunity to commence

your studies in one of these fields. **Students must lodge an expression of interest at Subject Selection, as Holmesglen require a pre-assessment to be undertaken.**

This course will be delivered through a mixture of online activities, classroom delivery and laboratories, including in an industry current allied health laboratory, community apartment and a simulated hospital environment.

You will learn using role plays, simulations, project work and a total of 80 hours of structured workplace learning over two years (40 hours per year), which will be undertaken in a variety of healthcare settings, including medical, sub-acute, acute, community and rehabilitation areas.

Secondary students will be required to undertake some units AFTER the completion of their VCE/VM program if they wish to receive the full qualification.

This course is a direct pathway into the HLT43015 Certificate IV in Allied Health Assistance and you may also continue your studies in courses in health and social sciences, and fitness and wellbeing.

Job opportunities exist as a therapy assistant, physiotherapy assistant, allied health assistant and a health services assistant.

Sample Units: HLTINF001 – Comply with Infection prevention and control policies

HLTAID003 – Provide First Aid

CHCCCSO26 – Transport individuals

CHCCCS002 – Assist with movement

Further information: <https://www.holmesglen.edu.au/Courses/Community-and-Health-Sciences/Allied-Health/Certificate-III-in-Allied-Health-Assistance-VET-Delivered-to-Secondary-Students/#overview>

CERTIFICATE III HEALTH SERVICES ASSISTANT (HLT33115)

Location: Chisholm Frankston, 2 years' part time, Wednesday 1.00pm – 5.00pm

The program covers a wide range of work areas within the health industry. Students completing this program will have the skills and knowledge required to work in an entry-level role within a range of areas depending on the electives and focus of the program undertaken. The program will also provide a pathway into diploma level courses in remedial massage, myotherapy, nursing and community services.

Students are required to complete 40 hours per year of paid or voluntary work within the health/community care industry.

Sample units: Support the care of clients, work effectively with culturally diverse clients and co-workers, Handle waste in a health care environment, work effectively with people with a disability D Transport client, Participate in WHS processes, provide first aid, Interpret and apply medical terminology appropriately, maintain high standard of client service, Work effectively in mental health.

CERT11 HEALTH SUPPORT SERVICES (HLT23215)

Location: TMG College – CBD – One year – 9am – 4pm Wednesday

This program covers workers who provide support for the effective functioning of health services. At this level workers complete tasks under supervision involving known routines and procedures in a team environment.

Sample Units include: Provide ward or unit based food prep and distribution, Use hygienic practices for food safety, comply with infection prevention, prepare and maintain beds.

CERTIFICATE III LABORATORY SKILLS (MSL30116)

Location: Holmesglen, Moorabbin, 2 years' part time Wednesdays

During this course, you will complement and expand your scientific studies by gaining the practical skills and knowledge to assist in collecting and preparing samples to carry out, measure and record results associated with the day-to-day operations within a chemical, biological and physical testing laboratory.

You will learn skills in maintaining a laboratory, routine sampling and testing, recording data, and using laboratory computing programs. You will also learn how to prepare cultures, perform sterile techniques and assist with field work.

This course will be undertaken in the new state-of-the-art laboratories at Holmesglen Moorabbin where you will have access to equipment that can usually only be found in a technical setting.

This course is suitable if you have an interest in biological testing, biotechnology, chemical testing, environmental monitoring, food testing and pathology testing.

CERTIFICATE II COMMUNITY SERVICES (CHC22015)

Location: Chisholm, Frankston 2 years' part time Wednesday 9.00am – 4.00 pm

Cert11 level completed in first year, Cert111 SOA obtained after successful completion of second year

Year 10 level of math and English compulsory

All students are required to attend a compulsory information session as part of the enrolment process. This will include a language, literacy and numeracy assessment. Schools will be notified with dates, times and locations closer to the time.

Overview: The Certificate II in Community Services can provide pathways into work or further study in community services such as child care, aged care, home and community care, drug and alcohol work, disability work, social housing or mental health work.

Course includes: Units: Communicate with people accessing the services of the organization, apply first aid, provide experiences to support children's play and learning, Support the development of children, follow policies, procedures and programs of the organization, undertake community sector work within own community, work effectively in mental health, Support activities of existing groups, Operate under a case work framework, Advocate for clients.

PROJECT READY – CERTIFICATE II ACTIVE VOLUNTEERING

BKGLlen – Hampton Community Centre – Wednesdays full day

Project Ready is a hands-on work readiness and personal development program. Small classes run from Hampton Community Centre the program is an excellent option for students requiring additional support, confidence and direction to prepare for their future worlds of work.

Incorporating VET Certificate II in Active Volunteering, Project Ready is effective in re-engaging students in their education and helping them get ready for their future worlds of work.

Students participating in Project Ready undertake a community project, design thinking theory, teamwork, career planning, communication and diversity training, workplace health and safety, work placement, industry engagement activities, field trips, enterprise & entrepreneurial skills, wellbeing development and personal effectiveness.

CERT111 INDIVIDUAL SUPPORT (CHC33015)

Location: U-Train – one year only – City and/or Narre Warren – SBAT

Course includes:- provide individual support, communicate and work in health or community services, follow safe and work practices for direct client care. Work placements may include, residential aged care. Duties could include: flow treatment plans of patients, maintaining a safe and healthy environment, provide person-centered support for people in aged- care or have a disability.

EDUCATION

CERTIFICATE III EARLY CHILDHOOD EDUCATION AND CARE (CHC30113)

Location: Chisholm, Frankston 2-year part time course Wednesdays 9.00 am – 3.00 pm

This course offers basic training for people who are seeking to work with more qualified staff in providing education programs and quality care for babies and children. The program trains students for centre-based, out of school hours, family day care and nanny roles, and caring for infants and children up to 12 years. Skills learned at the certificate III level include basic knowledge, training and understanding of child development and how to foster and support the emotional and educational wellbeing of infants and children.

Structured Workplace Learning (SWL) Students are required to complete a MINIMUM of 60 hours per year mentored work placement during this program. A current volunteer working with children check is required for work placement.

Training and employment outcomes early childhood educator assistant, au pair, kindergarten assistant, nanny, family day care carer. Must have a minimum of year 10 Math's and English, be 16 years of age. Students are required to attend a compulsory information session before acceptance into this course.

CERTIFICATE III EARLY CHILDHOOD EDUCATION AND CARE (CHC30113)

Location: Holmesglen, Moorabbin 2-year course Wednesday 1.30pm – 5.30pm

Overview: This course enables you to plan and implement appropriate care and educational experiences for young children. Through the combination of face-to-face, online and practicum-based learning, you will acquire the necessary skills and knowledge to work effectively as a professional team member in an early childhood service.

These skills include gaining an understanding of legal and ethical requirements, engaging with young children and their families, facilitating children's leisure and play, and fostering holistic development and wellbeing.

Graduates may work under direct supervision and may also have limited supervisory responsibilities of volunteers.

Your learning is complemented by 120 hours of compulsory industry placement in an educational workplace throughout the duration of the course.

Must have a minimum of year 10 math's and English, and be 16 years of age. Student is required to attend a compulsory information session and obtain a volunteer working with children check.

Example of Pathway Plan



CERT111 EDUCATION SUPPORT – CHC30213

Location: U-Train, City and/or Narre Warren – SBAT – 1 year

Learn the skills to contribute to the welfare, health and safety of students, contribute to student's education in both primary and secondary settings. Typical duties would include: - one-on-one reading support, working under the direction of the teacher, helping student with their learning and development. Pre-training interview and selection process must be undertaken

ENGINEERING

CERTIFICATE II ENGINEERING STUDIES (22470VIC)

Location: Chisholm, Frankston – Wednesday -1st year 8.30am – 12.30pm, 2nd year 1.00pm – 5pm

Overview: The Engineering Studies program provides participants with the knowledge and skills to enhance their employment prospects in the engineering or engineering related industries. This program will enable students to gain a recognised credential and make a more informed choice of career path as well as expose them to emerging technologies in engineering. The design of new projects will focus on the knowledge and skills needed to move into the programming and robotics industries. Introduces students to mechanical and thermal cutting, marking out, welding principals, fabrication, forming and shaping techniques, general machining, computing and computer aided drafting.

CERTIFICATE II ENGINEERING – FABRICATION (22209VIC)

Location: Holmesglen, Moorabbin 2 years' part time Wednesdays 12.30pm – 6.00pm

Overview: Provides the competencies in a range of engineering skills such as welding, basic machining, fabrication and use of hand and power tools.

This course is suitable if you have an interest in air-conditioning and refrigeration, CAD, electrical, mechanical, structural engineering, fabrication and panel beating.

Fabrication tradespeople learn to make and repair metal fabricated products, including the shaping, cutting and welding of metal.

They are often engaged in projects that involve heavy metal design in construction, mining, manufacturing, power generation and shipping industries.

Employer demand for engineering tradespeople exceeds supply.

The manufacturing and engineering area is the largest employment sector in Australia, with over one third of all job vacancies for trade qualified people.

HOSPITALITY, TOURISM AND EVENTS

CERTIFICATE II HOSPITALITY/FRONT OF HOUSE (SIT20316)

Location: Chisholm, Frankston 1st year – Wednesdays 9.00 -4.00, 2nd year Wednesday TBC

This qualification is designed to reflect the role of employees who perform a range of tasks in hospitality establishments. Students who complete the full VCE/VET program will receive a Certificate II in Hospitality and a Statement of Attainment for additional units of competency providing credit towards other hospitality qualifications including apprenticeships and traineeships. SIT20316 - Certificate II in Hospitality with selected units of competency from SIT30616 - Certificate III in Hospitality. This course includes Responsible Service of Alcohol, Prepare and Serve Coffee, Use hygienic practices for food safety.

CERTIFICATE II HOSPITALITY (SIT20316)

Location: Holmesglen, Moorabbin 1 year, 2nd year preference in hospitality or Kitchen Operations at Glen Waverley

1st year – Wednesdays 1.00pm – 5.00pm, 2nd year Tuesdays 4.00pm – 10.00pm practical classes in restaurant

During this certificate, you'll learn key hospitality skills such as how to interact with customers and receive and store stock. We also teach you food safety procedures and safe work practices.

Upon successfully completing your first year, you'll be awarded a Certificate II in Hospitality.

You can then specialize in the Hospitality or Kitchen Operations stream – depending on which pathway you prefer.

Fast track to a career as an apprentice chef, kitchen hand, barista or food and beverage attendant with this course.

You will select your stream for second year toward the end of the first year. You will be given advice regarding units and your options at that time.

CERTIFICATE II KITCHEN OPERATIONS (SIT20416)

Location: Holmesglen, Moorabbin

This Certificate II in Kitchen Operations equips secondary school students with foundation skills to work in kitchen operations in restaurants, hotels, catering operations, clubs, pubs, cafés, and coffee shops; and institutions such as aged care facilities and hospitals.

Career opportunities, include:

- breakfast cook
- catering assistant

- fast food cook
- sandwich hand
- takeaway cook.

CERTIFICATE II KITCHEN OPERATIONS (SIT20416)

Location: Chisholm, Frankston – 2 years' part time 1st year Wednesday 9.00 am – 4.00 pm, second year 1.00pm – 5.00pm

SIT20416 - Certificate II in Kitchen Operations with selected units from SIT30816 - Certificate III in Commercial Cookery.

Sample Units Work effectively with others, show social and cultural sensitivity, Prepare and present simple dishes, use hygienic practices for food safety, prepare poultry dishes, Clean kitchen premises and equipment, prepare dishes using basic methods of cookery, Use food preparation equipment, participate in safe work practices, Maintain the quality of perishable items.

CERTIFICATE II KITCHEN OPERATIONS – PÂTISSERIE (SIT20416)

Chisholm, Frankston – 2 years Wednesdays – year 1 – 9.00 am – 4. 00 pm, year 2 - 1pm – 5pm

Overview: This program is designed to introduce students to cakes, pastries cooking and give them the skills to work in a wide range of establishments. This qualification leads to further qualifications, apprenticeships and traineeships. Sample units: - produce pastries, prepare and present simple dishes, produce yeast-based bakery products

CERTIFICATE II KITCHEN OPERATIONS – (SIT 20416) @ Westall Secondary College and

William Angliss, City – 2 years Wednesdays 1pm – 5pm

Get out of the library and into the kitchen with this industry known kitchen operations course. This introductory certificate teaches basic food preparation and cookery skills, paving a path to work in kitchen operations or get a jumpstart on your Certificate III in Commercial Cookery.

This course gives you the basic knowledge and skills to start working in restaurants, hotels, catering, clubs, pubs, cafes and more. You'll learn in one of our live kitchen classrooms developing core skills and have a chance to experience unique opportunities like working alongside a famed international chef in the Great Chefs Program.

CERTIFICATE III TOURISM (SIT30116)

Location: Chisholm, Frankston – 2 years' part time 1st year 8.30am – 12.30 pm, 2nd year 1.00pm – 5.00pm

The course has been designed to meet employment opportunities and provide credit transfer into Certificate III in Events and Diploma programs in Tourism, Hospitality and Events.

Students will learn how to operate online information systems, Source and use information on the tourism and travel industry, Access and interpret product information, Participate in safe work practices, Provide visitor information, Provide advice on Australian destinations, Show social and cultural sensitivity, Provide first aid , Provide service to customers , Prepare quotations, Provide advice on international destinations, work effectively with others, Provide responsible service of alcohol, Sell tourism products and services, Book supplier products and services, Process travel-related documentation and use a computerised reservations or operations system.

CERTIFICATE III TOURISM (SIT30116)

Location: Holmesglen, Moorabbin 2-year part time Wednesday 1.30pm – 5.00 pm

You will learn how to prepare quotes, source airfares for domestic flights and sell tourism products and services.

There's even an optional Gold Coast trip to explore Queensland's tourism industry and the operations of a theme park.

We also teach you how to provide great customer service and participate in safe work practices.

On completion of the SIT30116 Certificate III in Tourism, you may further your education with the SIT30216 Certificate III in Travel, SIT40116 Certificate IV in Travel & Tourism or the DSIT50116/SIT50216 Diploma of Travel & Tourism Management/Diploma of Holiday Park and Resort Management.

CAREER OPPORTUNITIES

This course is suitable if you have an interest in travel consultation, reservation sales agent for a tour company or airline, theme park attending, tour guiding and attraction attending.

CERTIFICATE III EVENTS (SIT30516)

Location: Holmesglen, Moorabbin, 2 years' part time Wednesdays 1.30pm – 5.00pm

Coordinating festivals, weddings, conferences, special events or functions requires certain skills.

This course aims at providing a real insight into the events industry and the skills and knowledge required to be successful in this career.

Throughout the course you will learn how to communicate event ideas, gather information, plan and organise activities, work in teams and solve problems.

In your first year you will develop and promote a special themed event, put an event proposal together for an 'in house' customer and organise an end of year event.

The focus for the second year is to further develop your skills and knowledge of the events industry, by running a larger Holmesglen in house event. This will further develop your skills in meeting management, team building, client liaison and coordinating events.

This course is a great introduction into the SIT50316/CUA30415 Diploma of Event Management/Certificate III in Live Production and Services where you will continue to extend the skills and knowledge you've gained for this industry, and ultimately run your own events.

HORTICULTURE

CERTIFICATE II Horticulture (AHC20416)

Holmesglen, Glen Waverly – 2 years – Wednesdays 1pm – 5pm

Students will learn how to build retaining walls, lay paving, maintain gardens, test soils, drive a tractor, use a ride on mower and identify pests and diseases in plants.

Participants will get to work outdoors in a variety of roles.

Career opportunities, include:

- horticulture worker
- horticulture assistant
- apprenticeship.

Pathways to further study:

- Certificate III in Parks and Gardens
- Certificate III in Landscape Construction.

Cert11 Horticulture – Chisholm, Cranbourne Wed 12.30 -5.30p.m

This course is designed to introduce students to the theories and practices necessary to prepare them for entry into this dynamic industry. It provides exposure to the main facets of the parks, nursery and landscape industries, contained within the general sphere of horticulture. Units include:- assist with landscape construction, environmentally sustainable work practices, propagation, recognise plants, weed control, care for nursery plants.

I.T/COMPUTERS

CERTIFICATE III INFORMATION, DIGITAL MEDIA AND TECHNOLOGY – GAMES STREAM (ICT30120)

Location: Holmesglen, Moorabbin – 2 years – Wednesday 1.30pm – 4.30pm

This course provides students with the skills and knowledge to be competent in introductory game design and development and IT help desk support. Possible career pathway in a range of game development areas, including game art, game programming, game animation, game testing and technical support.

CERTIFICATE III INFORMATION, DIGITAL MEDIA AND TECHNOLOGY – SUPPORT STREAM (ICT 30115)

Location: Holmesglen, Moorabbin 2-year course Wednesday 1 pm – 5pm

This course provides you with the skills and knowledge to be competent in a wide range of general information technology (ICT) technical functions. This course will offer you an excellent pathway into a wide range of ICT areas, including technical support, systems administration and network administration.

CERTIFICATE III INFORMATION, DIGITAL MEDIA and TECHNOLOGY (ICT30115)

Location: Chisholm, Frankston 2-year course Wednesday 1.00pm – 5.00 pm

The Certificate III in Information, Digital Media and Technology (ICT30115) program is designed to introduce enthusiastic and passionate students to the games industry. The course will cover IT hardware, digital imaging, animation, principles of game design, interactive gaming and industry tools such as

Unreal Development Kit (UDK). Students will be taught some advanced features of Microsoft Office. At this level, the emphasis is on simple game design. PLEASE NOTE this is a partial completion of the Certificate III in IDMT.

CERTIFICATE II COMPUTER ASSEMBLY & REPAIR (UEE20511)

Location: Chisholm, Frankston 2-year course Wednesday 1.00pm – 5.00 pm

This program consists of hands on building, maintaining and troubleshooting of basic PC assembly and repair. This course is designed as a lead in to the VCE/VET CISCO course. 200 hours of credit is given to Certificate II in Computer Assembly and Repair leaving a remaining 160 hours to complete. Students are enrolled as CISCO Program students and have full access to the learning materials via the internet, though class attendance is still required.

Sample Units: Apply Occupational Health and Safety regulations, codes and practices in the workplace, Install and configure a client computer operating system and software, Assemble, set-up and test computing devices, Source and purchase material/parts for installation or service jobs, Document and apply measures to control OHS risks associated with electrotechnology work, Use computer applications relevant to a workplace.

CERTIFICATE III INFORMATION, DIGITAL MEDIA and TECHNOLOGY (ICT30115)

SCHOOL BASED APPRENTICESHIP – SEMESTER BASED PROGRAM

Location: Holmesglen, Moorabbin – 6-7 months Wednesday 9am – 5pm plus work placement

Are you interested in doing a paid traineeship in games while still at school? Lightmare Studios is looking for Victorian school students to complete a school-based traineeship (SBAT) in ICT30115 Certificate III in Information, Digital Media and Technology at Holmesglen Campus.

The traineeship will be offered in Semester 1, 2023. Students need to attend classes on campus each Wednesday during term time from 9am - 5pm. Must be year 10 or above

Students will be paid for undertaking two 3.5-hour work shifts after school each week for six and half months, earning on average over the period around \$2,200.

For more details, visit the Lightmare Studios website .
<https://www.lightmare.com.au/vic>

PERSONAL SERVICES

CERTIFICATE II SALON ASSISTANT (SHB20216)

Location: Chisholm, Frankston – 1-year part time course Wednesday or Friday
9.00am – 3.30pm

Students will receive the training of a first-year apprentice, practical skills for styling, removal of chemicals and basin services and undertake theory studies in client communication.

Overview of Units undertaken: Dry hair to shape, Provide head, neck and shoulder massages for relaxation, Maintain and organise tools, equipment and work areas, Contribute to health and safety of self and others, Provide shampoo and basin services, Conduct salon financial transactions, Sell to the retail customer , Greet and prepare clients for salon services, Braid hair ,Comply with organizational requirements within a personal services environment , Communicate as part of a salon team, Apply hair color products.

40 hours' industry placement to be mandatory.

CERTIFICATE II SALON ASSISTANT (SHB20216)

Location: Kangan, Richmond – 1 year part-time course Wednesdays time
TBC

This course provides the student with the knowledge and skills to work in the hairdressing industry, providing genuine hands-on experience with clients in the campus salon.

Future pathways – Cert111 Hairdressing or Cert111 Barbering

CERTIFICATE III MAKEUP (SHB30215)

Location: Chisholm, Frankston - 2-year course Wednesdays 9.00am – 3.30pm

The Certificate III in Make-Up is offered to students interested in exploring a vocation in make-up and beauty. The first year of the course covers design, apply and remove make up as well as the creative side of make-up for photography. The course will cover camouflage make-up and the underpinning knowledge and skills in providing service to clients. The second year of the program delivers the application of eyelash extensions, spray tanning, fantasy make-up and the running of a business. Students obtain practical experience with their face-to-face learning as well as using their skills on each other as models. The student kits have industry standard Kryolan make-up and tools which they are encouraged to use for practice on models outside of school time. These course pathways into Chisholm's popular and exciting make-up courses being the Certificate IV in Screen and Media and

the Diploma of Screen and Media. These courses allow students to explore the creative side of special effects and prosthetics make-up.

CERTIFICATE II IN RETAIL COSMETICS (SHB20116)

Location: Kangan, Richmond – 1 year only Wednesdays – time TBC

Provides students with the knowledge and skills to sell and demonstrate beauty or cosmetic products. Course includes: design and apply makeup, advise on beauty products and services, customer service, produce visual merchandise displays.

CERTIFICATE III BEAUTY SERVICES (SHB30115)

Location: Chisholm Frankston/Flinders Lane 2-year course Wednesday 9.30 am – 3.30pm

Year 10 math and English, at least 16 years of age compulsory

Study one day a week for two years undertaking studies in waxing, manicure and pedicure, make-up, and business communications, retail, spray tanning and nail enhancement. 85% attendance is required for successful completion of the program. Successful completion of this certificate can lead to employment prospects as a beautician, beauty therapist, nail technician or retail cosmetic consultant.

Structured Workplace Learning (SWL) 40 hours per year, within industry to be organised by the student.

CERTIFICATE III BEAUTY SERVICES (SHB30115)

Location: Holmesglen, Moorabbin/City - 2-year course Wed 1.30 pm – 4.30 pm

Overview: Study beauty at Holmesglen and gain the hands-on skills you need to start work as a beautician. You will learn to provide a range of beauty services including nail, waxing, lash and brow and make-up.

At Holmesglen, we also focus on making sure you have a strong customer-service approach when consulting with clients, so you're ready to walk into a job at your future salon.

Sample Units: Advise on beauty products and services, Apply cosmetic tanning products, Apply safe hygiene, health and work practices, Comply with organisational requirements within a personal services environment,

Conduct salon financial transactions, Design and apply make-up, Provide lash and brow services, Provide manicure and pedicure services, Provide salon services to clients, Provide waxing services, Research and apply beauty industry information, Apply eyelash extensions, Apply nail art, Design and apply make-up for photography, Provide first aid.



SPORT & FITNESS

CERT111 FITNESS (SIS30315)

Location: U-Train – one year – City – SBAT ONLY

This course will enable you to work effectively with young people, instruct approved community fitness programs, conduct non-instructional sport, fitness or recreation sessions. Typical placements would include:- gyms, fitness centres, cross-fit gyms.

Pre- training interview and review required.

Possible pathway considerations – Cert1V Fitness – Diploma Fitness – Bachelor of Health Services.

CERT111 SPORT & RECREATION (SIS30115) @ WESTALL SECONDARY COLLEGE AND

Location: Holmesglen – Moorabbin – 2 years Wednesdays 1.30pm – 4.30pm

If you are enthusiastic about physical fitness and sport, the Certificate III in Sport and Recreation may be for you, with its emphasis on sporting skills and sports industry knowledge.

By studying this course, you will build a solid background in the industry, ideal if you are considering a career such as a sports and recreation officer, fitness instructor, recreation officer or sporting coach.

CERT11 SPORT & RECREATION (SIS20115)

Location: Chisholm, Frankston – 1 year – Wednesdays 1pm – 5pm

This program is designed to introduce students to the sport, fitness and outdoor recreation sector.

Students develop activity specific and organisational skills through the combination of theory,

Students wishing to complete VCE/ VET Scored Assessment must complete the Certificate III in Sport and Recreation in second year.

CERT 111 SPORT & RECREATION (SIS 30115)

Location: Chisholm, Frankston – 2 years – Wednesdays 1pm – 5pm

This program is designed to further enhance the students' knowledge of the sport, fitness and outdoor recreation sector. Students will develop coaching and leadership skills through the combination of theory, practice and field trip participation. This is the second year of the two year VCE VET Sport and Recreation program.

This is a Scored VCE/ VET program. Units include: - skills to conduct non-industrial sport, fitness or recreation sessions, conduct sport, fitness or recreation events, develop coaching practices, develop knowledge officially knowledge, educate users groups, plan and conduct programs, facilitate groups, provide first aid, use social media for collaboration.

CERT111 OUTDOOR RECREATION (SIS20419)

Location: Chisholm, Frankston – 1 year Wednesdays 1.00pm – 5.00pm

This course is designed to introduce students to employment and educational opportunities within the outdoor recreation industry. The focus is on developing the skills, knowledge and confidence to work in the area of outdoor recreation.

Students work on developing leadership and organisational skills through theory and practical sessions in the classroom, the workplace and on a camp. Activities include surfing, snorkelling, rock-climbing and bushwalking. After successful completion of the program, students can proceed to the VCE VET scored Certificate III in Sport and Recreation in their second year.

2023 VET STUDENT APPLICATION FORM

Please find this Form under Course Counselling – Forms and Resources

<https://www.westallsc.vic.edu.au/cc-vce-forms>

Submit this form to Ms Geraldine Borgonha in the Careers Office in B-Corridor by Monday 29 August 2022

PART 1: Student Details (Please print clearly using block letters)

Surname: Given Name:

.....

Please circle your year level in 2022: 9 10 11 12 Stream: VCE
VCAL

Name of school you are enrolled (Home school): **Westall Secondary College,**
Clayton South

Home Address:

.....

Suburb: Post Code:Phone:

.....

Student Mobile: Gender: M / F Date of Birth:

.....

Student Email:

Student VSN: (School Administration **Compass** will have VSN number- 9 numbers)

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Student USI: (students need to generate a USI number- combination of 10 letters and numbers)

Students **must** email their USI number to Geraldine.Borgonha@education.vic.gov.au

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Are you an Aboriginal/Torres Strait Islander? Y / N

Are you an EAL student? Y / N

Do you need assistance with Numeracy? Y / N

Do you need assistance with Literacy? Y / N

Do you have any physical disabilities or other medical or behavioural conditions? If yes, please specify.

PART 2: VET COURSE DETAILS

VET Course Name (provide full name):

.....

Year (circle): 1st or 2nd

Host School/Non School Provider:

1st Preference:

.....

2nd Preference:

.....

PART 3: PARENT/GUARDIAN ENDORSEMENT

I/We have read and understood the information regarding our child's application for a VET course in 2023 and agree to his/her application.

Name: **Phone:**

Signature: **Email Address:**
.....

PART 4: VET COORDINATOR'S ENDORSEMENT

I endorse that the above-named student has undertaken course/career counselling and that this VET Course is deemed suitable for them.

Signature: **Date:** **Phone:**
.....

STUDENT COMMITMENT FORM

Please read the agreement below and sign

- I shall meet the attendance and participation requirements of the course.
- I shall meet all work requirements of this course as set out by my trainer (classroom teacher) and/or my employer.
- Where necessary, I will attend catch up classes after school or on the weekend.
- I will report my absence to the Home school by 8.30 on my VET day. The Home school will then communicate this information to the Host school.
- I will abide by my trainer's rules and the rules of the Host school whenever I am on site.
- My attitude and behaviour will be that of the expected standard.
- I will adhere to all Occupational Health and Safety requirements both in and out of class.
- I will pay all fees as requested by my Home school by the due date.
- I will do the appropriate work placement as specified in the course to the best of my ability. I understand that my failing to meet with work

placement requirements may result in my being withdrawn from the VET program.

- While on Work Placement, I will keep my logbook up to date and readily available at all times.
- I will attend the VET course in the prescribed uniform (when required).
- While travelling to the Host school, I will behave in an appropriate and safe manner.

Failure to abide by the above commitments may result in my removal from the VET Course. I have discussed the course and its requirements with my parent/guardian. I accept the commitment that my participation in the VET course requires of me.

Name of Student:

Student Signature:

Parent/Guardian Signature:

Date:

PRIVACY NOTICE:

So that the school can assist with the placement of students in the South East VET Cluster for 2023, we ask for information about the students and their parents/guardians. All information we collect about students and their parents/guardians will be kept confidential and only used for the purpose of placement, recording of attendance and medical emergency. If you have concerns about the privacy of information, please contact the school Principal.

CONSENT: I have read the VET Course Student Application Form 2023 and privacy notice and understand why this information is being collected and how it will be used. I agree to the disclosure of my child's student information for the purpose of enrolment at a Host School/Non School Provider

Name of Student:

Name of Parent/Guardian:

Signature: **Date:**