



# Vocational Education and Training Delivered to Secondary Schools




Technology

Creative

Service

Trade

# 2024



VICTORIAN CURRICULUM  
AND ASSESSMENT AUTHORITY

VICTORIA  
State Government

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## what is VET?

**V**ocational **E**ducation and **T**raining (**VET**) enables students to acquire workplace skills through nationally recognised training described within an industry developed training package or an accredited course.

The achievement of a VET qualification signifies that a student has demonstrated competency against the skills and knowledge required to perform effectively in the workplace.

## Features of VET

- It is a 2-year program combining senior school studies and accredited vocational education and training
- Enables students to complete a nationally recognised vocational qualification (e.g., Certificate II in Hospitality), a senior school certificate (VCE/VCE VM), vocational pathway certificate (VPC), and intermediate VCAL. at the same time
- Provides students a pathway directly to employment and/or entry to further VET studies and qualifications and may also lead to tertiary studies.
- Focuses on students developing industry specific and workplace skills and exposes students to a range of industries to help future career decisions.
- It is a vocationally oriented school program designed to meet the needs of industry.

## How does VET Work?

A VET program is usually made up of:

- VET units of competency
  - Delivered by a registered training organisation (RTO) (e.g., TAFE), student's school or another school close by.
- Structured Workplace Learning (SWL)
  - This involves an employer accepting a student on a one day a week basis or one-week block. Structured Workplace Learning (40 hours per course year is recommended), enables the student to demonstrate acquired skills and knowledge in an industry setting. During the work placement, a student will have specific tasks to undertake in order to demonstrate competence. They will be regularly monitored and may be assessed on the job.

## Contribution to the VCE, VM, VPC and VCAL

With the exception of English there is no limit on the VET programs that may contribute to satisfactory completion of the VCE. VET may be fully incorporated into the VCE as VCE VET or Block Credit Programs.

Students who complete all or part of a nationally recognised qualification may receive credit towards satisfactory completion of their VCE and/or VCE Vocational Major. Recognition can be achieved through:

- Enrolment in a VCAA-approved VCE VET program, or a school-based or part-time apprenticeship or traineeship.
- Enrolment in any other nationally recognised qualification at Certificate II level or above – this arrangement is called block credit recognition.

For more information, please refer to <https://www.vcaa.vic.edu.au/Pages/HomePage.aspx>

## VCE VET Programs:

- VCE VET programs are VET qualifications approved by the VCAA following consultation with schools, industry and training providers.
- VCE VET programs may lead to nationally recognised qualifications, thereby offering student the opportunity to gain both the VCE and a VET qualification,
- All VCE VET programs provide credit towards the VCE. Most VCE VET programs provide credit at Units 1 to 4 level; however, some programs provide credit at Units 1 & 2 level only.
- VCE VET programs also provide credit towards the VCE VM. Students may receive two VET credits at Certificate II level or above (180 nominal hours is required).
- Selected VCE VET programs have a study score component based on the designated Units 3 & 4

sequence of their program. For scored VCE VET programs, the study score is calculated using assessments of each student's levels of performance. Scored programs, contribute directly to the ATAR, either as one of the primary four studies or as a fifth or sixth study.

Some programs do not provide a study score. A non-scored VCE VET program does **not** provide a study score and therefore cannot contribute towards the student's primary four. Subject to VTAC policy, where a Unit 3 & 4 sequence is available and satisfactorily completed, it may be counted as a 5<sup>th</sup> or 6<sup>th</sup> subject and contribute towards their ATAR (a 10% increment towards their ATAR (subject to VTAC policy)).

## **Block Credit VET Programs**

Students who undertake VET programs not included in the suite of approved VCE VET programs may be eligible for credit towards their VCE. VTAC may award students who receive a Units 3 & 4 sequence through Block Credit recognition a 10% increment towards their ATAR (subject to VTAC policy).

For further information, go to: <http://www.vtac.edu.au/pdf/publications/choice.pdf>

## **VET Increases Students' Learning Potential**

- Broadens VCE/VCE VM options
- Develops student's capacity to make decisions and solve problems
- Helps students to gain confidence and improve communication and interpersonal skills through learning in an adult environment
- Fosters positive feedback by enabling students to demonstrate specific skills and competency
- Matches student interests and career directions through the provision of strong pathways.

## **VET Gives National Qualifications and Skills**

- Upon successful completion of the program, students may be awarded a Nationally Accredited Qualification, Skill Set or Statement of Attainment
- VET qualifications may articulate directly into further education and training at a TAFE, other Registered Training Organisation or High Education provider, through documented pathway agreements
- VET provides access to a range of different technologies related to the type and place of work.

## **VET Prepares Students for the Workforce**

- Provides the opportunity to trial an Industry
- Helps students explore possible areas of interest which promote further study and work choices
- Multiplies post-school opportunities
- Participation in Structured Workplace learning provides students with opportunities to develop links to Industry/Local Community employers
- Develops employability skills
- Helps students develop their knowledge of employer's expectations and real working conditions
- Develops their capacity for co-operation, teamwork, independence and leadership skills
- Assists in transition from school to work.



# how to use this handbook

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This **Handbook** has been designed to offer an outline of how the Mullum VET Cluster can provide an extensive selection of VET programs to students at member schools.

## Disclaimer:

- All Mullum VET Cluster programs in this Handbook are offered in good faith. The Programs will be subject to confirmation of Government and other funding which at this stage is unknown. All Cluster Members, including schools, reserve the right to review, cancel or relocate any VET programs listed in this Handbook.
- Third Party Programs are those programs delivered by Third Party providers and hosted by Mullum VET Cluster members.
- The printed arrangements regarding times, venues and course outlines are subject to change or cancellation if minimum enrolment numbers are not met. Successful program applicants will be notified of changes prior to course commencement via their Home School's VET Coordinator.

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## VET Course Requirements

**NB:** - students enrolling in a VET program through the Mullum VET Cluster will be required to complete a commitment form covering their code of conduct. Further to this, additional course requirements set out by the Mullum VET Cluster must also be adhered to. It is important that parents and students take time to read the following course requirements before submitting an application form.

1. **Absences** - Students are permitted two absences a Semester or four for the year. An additional two approved absences will be allowed for school camps, excursions etc. Where possible, students need to notify their VET coordinators, trainers and work/or workplace in advance.
2. **Punctuality** - All students are expected to arrive on time to class. Students who arrive more than 10 minutes after the class has started, and without an adequate reason may not be allowed entry and may be marked absent.
3. **Work requirements** - All tasks as assigned by the trainer/employer are to be completed by the due date. Students who fail to meet deadlines will be given a warning and a second submission date will be negotiated. Students who fail to complete all set tasks may not be able to successfully complete the Certificate.
4. **Medical information** - Before an application can be confirmed, students must return a medical form to their Home School VET coordinator. This will enable the Host School/Venue to comply with their duty of care requirements. **NB:** the medical form will be distributed to students by their home school on Application. All details shared between Home School and VET provider will be treated as confidential.
5. **Student commitment forms** - This form is part of the Application process and outlines all student responsibilities regarding work requirements, student behaviour and course expectations. Failure to complete and submit this form will jeopardise a student's application for a program.
6. **Program costs** - All VET programs offered through the Mullum VET Cluster attract costs. Through the clustering arrangement these costs are kept to a minimum where possible. Program costs will vary



according to the purchase of training hours, the materials required by students to complete the program, uniforms, trade materials, transport, books and equipment required. **NB:** There is a deadline of when students need to be withdrawn from their course before incurring costs, usually the first Friday in March.

7. **Unique Student Identifier Number (USI number)** - Since 2015, school students participating in nationally recognised accredited training will require a Unique Student Identifier (USI). The USI will provide students with the ability to obtain a complete record of their Vocational Education and Training (VET) enrolments and achievements from a single online source. Students often need to provide evidence of their academic achievements, for example when applying for a job or to undertake further study. The USI enables students to obtain a full transcript of all of the accredited VET training they have undertaken from the time the USI comes into effect, or an extract of it that shows the particular achievements they want it to. A student must provide their USI number to their Home School on application. The VET training provider must also be presented with the USI number if the student is to receive a statement of attainment or qualification. While students can apply for their own USI, **schools** can also apply on behalf of students with the student's permission. Suggested forms of ID for young students would be a Medicare number, Australian Birth Certificate or Citizenship Certificate. Further information about the USI will be provided by your school's VET Coordinator and is also available at: <https://www.usi.gov.au/> - see Application form.
8. **Structured Workplace Learning** - Structured Workplace Learning is a key feature of VET programs that supports the gaining of skills and knowledge. SWL involves an employer accepting a student on a one day a week basis or a week block basis, enabling the student to demonstrate acquired skills and knowledge in an industry setting. During the work placement, a student will have specific tasks to undertake to demonstrate competence. The student will be regularly monitored and may be assessed on the job. **NB:** all required documentation can be sourced from the Home School.
9. **Reports** - All students undertaking a Mullum VET Cluster program will receive an official written report indicating their progress in the program. These reports are issued by the training providers to the student's Home School and will include information on completed competencies, student learning, attendance and behaviour. Parents will receive a copy of these reports in Term 2 and 4. Completed Certificates will be sent directly to the student at the completion of the course. Schools will forward reports and certificates to students. It should be noted that completed certificates might not be sent until the following year in accordance with graduation processes from the various TAFE and Registered Training Institutions. Students completing Units of Competency from a VET program will receive a VET Statement of results from the VCAA at the end of each school year.
10. **Student behaviour** - Currently, there are over 1000 students undertaking VET programs through the Mullum VET Cluster. If these programs are to remain available to all Cluster students, it is imperative that students abide by the RTO and Host School's policies and procedures 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 of the expected standard.
11. **Catch up classes** - Where necessary, students may be required to attend catch up classes after school, during the school holidays or on the weekend. The student and/or parent will be required to cover any additional costs related to these classes should they be applied.
12. **Absence from a Scored Assessed Task – Year 2 units only** - Students who are absent from class on a day when a Scored Assessed Task is held should:
  - Phone their VET Coordinator at school and their VET Trainer by 9:00am.

- Provide a medical certificate immediately on return to school. A copy should be given to the VET Coordinator by 9:00am and a copy should be faxed to the VET Trainer.
- The VET Trainer in conjunction with the student's VET Coordinator will determine whether the absence is excused and whether rescheduling the missed task will be granted. Students who fail to report to their VET Coordinators on their first day back at school by 9:00am will not have their Scored Assessment Task rescheduled.

- 13. Withdrawal from a VET program** - Mullum VET Cluster programs are successful because students are able to access programs offered by member schools. It should be noted by students and parents that failure to abide by the above course requirements may result in a student being withdrawn from a program at full cost to parents.
- 14. Additional course information** - For further information on VET programs please refer to the Victorian Curriculum and Assessment Authority website: <http://www.vcaa.vic.edu.au/vet/index.html>
- 15. Block credit recognition** -Students may be eligible for credit towards the VCE if they have completed or are completing training in a nationally recognised VET qualification that is not included in the suite of approved VCE VET programs. Credit towards the VCE may be available for full or partial completion of a nationally recognised qualification at Australian Qualification Framework Level II and above. This credit is referred to as 'Block Credit Recognition'. To be eligible for Block Credit Recognition the student must be enrolled in the VCE.
- 16. Child Safe Standards** - The schools and institutions affiliated with the Mullum VET Cluster are safe and inclusive environments. The Mullum VET Cluster has a zero tolerance for child abuse and is committed to acting in the best interests of keeping children safe, in accordance with Ministerial Order 870 and The Victorian Child Safe Standards  
- <https://www.education.vic.gov.au/school/principals/spag/safety/Pages/childsafestandards.aspx>
- 17. International Students – Please note that many TAFE institutions will not enrol International Students into a VET program, and this includes Swinburne University of Technology and Box Hill Institute.**
  - Mullum VET Cluster advises that any International Student who undertakes a VET Course may receive a Certificate of Attainment but may not receive the Qualification.
  - The score may be counted towards their VCE.
  - It is the Home School responsibility to present this information to students and parents/carers.



## The Three Steps to Apply for a VET Program

### Step 1:

- Read the handbook and course requirements carefully.
- Speak to your Home School VET Coordinator; select your program and complete the Expression of Interest (EOI) form provided by your Home School
- Submit the EOI to your VET Coordinator by the due date printed on the form.
  - Please note that some Institutions require additional application procedures to be fulfilled before application is considered and completed.

### Step 2:

(Please check with your school if it is your responsibility to follow Step 2, this is generally done by the Home School.)

- Go to the Mullum VET Cluster website and use the APPLY NOW button to submit an EOI online.
  - Please note that some Institutions require additional application procedures to be fulfilled before application is considered and completed.

**NB:** Students who do not complete Steps 1 & 2 (if applicable), will not be **eligible for enrolment** in a VET Program.

**NB:** EOI form submission does not mean that the student is ENROLLED.

### Step 3:

- Host School/Providers will consider all Expression of Interests and advise in regard to **Enrolment of Students**. Home Schools will have access to this information through the Mullum VET Cluster portal and communication from the Host School/Provider.

**NB:** There are costs associated with each program. Applicants should contact their Home School VET Coordinators for an estimate of costs.



# who is the mullum VET cluster?



The Mullum VET Cluster is a co-operative group of 50+ Government, Catholic and Independent schools and Registered Training Organisations, operating in partnership. Our aim is to bring cost effective VET programs to as great a number of students as possible who reside in the Eastern corridor of Victoria.

## Mullum VET Cluster Members Include:

Australian College of Dramatic Arts  
Aquinas College  
Bayswater Secondary College  
Belgrave Heights Christian School  
Berrenigarra School  
Blackburn High School  
Boronia K-12 College  
Box Hill High School  
Box Hill Senior Secondary College  
Brentwood Secondary College  
Chairo Christian School  
Cire Community School  
Cire Services  
Croydon Community School  
Doncaster Secondary College  
Donvale Christian College  
East Doncaster Secondary College  
Eastern Ranges  
Emerald Secondary College  
Emmaus College  
Fairhills High School  
Forest Hill College  
Glen Waverley Secondary College  
Heathmont College  
Heritage College Knox  
Highvale Secondary College  
Hillcrest Christian College  
Indie School  
Inspiring Beauty Training Salon  
Lilydale Heights College  
Luther College  
Mater Christi College  
Mazenod College  
Melba College  
Melbourne Rudolf Steiner School  
Monbulk College  
Mount Lilydale Mercy College  
Mountain District Community College

Mullauna College  
National Drones Training Institute  
Nazareth College  
Norwood Secondary College  
Nunawading Christian College  
Oakwood College  
Officer Secondary College  
Our Lady of Sion College  
Oxley College  
Pakenham Secondary College  
Ringwood Secondary College  
Ringwood Training  
Rowville Secondary College  
Scoresby Secondary College  
Sherbrooke Community School  
St Andrew's Christian College  
St Joseph's College – Ferntree Gully  
Swinburne Senior Secondary College  
Swinburne University of Technology  
Templestowe College  
The Knox School  
The Masters Institute of Creative Education  
Tintern Grammar  
Upper Yarra Secondary College  
Upwey High School  
Vermont Secondary College  
Virtual Schools Victoria  
Wantirna College  
Warrandyte High School  
Waverley Christian College  
Wellington Secondary College  
Wesley College – Glen Waverley  
Whealers Hill Secondary College  
Whitefriars College  
William Angliss Institute  
Yarra Hills Secondary College – Mooroolbark  
Yarra Valley Grammar School

## Course Details:

### 22576VIC Certificate III in Acting (Screen)

#### Course Aims

The course is at AQF Level 3 (Certificate III) and recommended that students have literacy and numeracy competencies equivalent to Australian Core Skills Framework (ACSF) Level 3. The course is complementary to VCE Drama and Theatre Studies, but as a VETDSS subject gives the opportunity to students to explore the Australian Film and Television Industry with its diversity of content specifically responding to the increase in 'streaming' services, which offer more employment opportunities in cast and crew jobs. Many students experience acting on stage, but the technique is far different when working in front of the camera. This course gives students the opportunity to learn basic employment skills, CV writing, face to face interviews, working with Industry professionals. The continual practice of working in front of camera gives students the chance to increase their confidence and communication levels.

#### Course Delivery

##### Location and Times

**Year 1:** The Australian College of Dramatic Arts, MBCTA Youth Theatre (Boronia) Wednesday 5.30pm-8.30pm **OR** Monday/Tuesday for overflow class

**Year 2:** The Australian College of Dramatic Arts, MBCTA Youth Theatre (Boronia) Wednesday 5.30pm-8.30pm

**Mode of Delivery** Classroom based.

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

It is recommended that students have literacy and numeracy competencies equivalent to ACSF Level 2 and AQF Level 3, suitable to undertake a Certificate III in Acting (Screen). This certificate provides the minimum 180 hours required to achieve two units towards VCE and two VCE VET Credits in the VM, also providing 2 credits towards the VPC.

\*Please note the minimum VET requirement for the VPC is one credit = 90 hours.

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **22576VIC – Certificate III in Acting (Screen)**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Australian College of the Dramatic Arts  
RTO: 3139

#### RTO Student Information:

Please refer to [www.acda.vic.edu.au](http://www.acda.vic.edu.au) and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

#### OHS / Personal Protective Equipment: NA

**Excursions:** Students will be required to attend VET Industry Days and visits to set (if available) run throughout the duration of the course.

**Work Placement:** Not required.

**Other:** NA



## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Drama</li> </ul>	<ul style="list-style-type: none"> <li>Theatre Studies</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Diploma of Arts – Acting</li> <li>Advanced Diploma of Arts</li> </ul>	<ul style="list-style-type: none"> <li>Degree of Creative Arts/Drama</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Actor</li> <li>Agent</li> <li>Casting Consultant</li> <li>Director</li> </ul>	<ul style="list-style-type: none"> <li>Drama Teacher</li> <li>Producer</li> <li>Stage Manager</li> <li>Writer</li> <li>Lighting and Sound Technician</li> <li>Technical Crew Member</li> <li>Make-Up Artist</li> </ul>

## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBXTW301	Work in a team	40	C
BSBPEF301	Organise personal work priorities	30	C
CUAWHS302	Apply work health and safety practices	10	C
CUAIND201	Develop and apply creative arts industry knowledge	20	C
CUAMPF302	Prepare for performances	35	C
VU23078	Prepare and present self for auditions	45	C
VU23079	Develop script knowledge and performance skills	45	C
VU23080	Develop acting techniques	45	C
<b>Total nominal hours</b>		<b>270</b>	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBTWK301	Use inclusive work practices	30	C
CUAIND402	Provide freelance services	30	C
FNSCUS401	Participate in negotiations	20	C
VU23081	Expand skills for auditions	50	C
VU23082	Expand script knowledge and performance skills	50	C
VU23083	Extend acting technique	50	C
VU23084	Write the script	50	C
<b>Choose 1 Elective</b>			
CUACAM401	Shoot a wide range of screen content	70	E
CUAAIR302	Develop techniques for presenting to camera	30	E
CUADRT502	Direct performers for screen productions	50	E
CUADRT602	Audition and select performers	50	E
CUAMUP401	Design, apply and remove make-up	160	E
<b>Nominal Hours over two years</b>		<b>580 - 710</b>	



## Course Details:

## HLT33015 Certificate III in Allied Health Assistance (Partial Completion)

## Course Aims

The Certificate III in Allied Health Assistance is a two-year partial completion program where students gain the essential skills and knowledge to enhance their employability in the health industry. This qualification covers workers who provide assistance to allied health professionals and other health professionals with the care of clients.

## Course Delivery

## Location and Times

**Year 1:** Swinburne University of Technology, 369 Stud Road, Wantirna. Wednesday 1:00pm – 4:00pm

**Year 2:** Swinburne University of Technology, 369 Stud Road, Wantirna. Wednesday 1:00pm – 4:00pm

**Mode of Delivery:** Classroom based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

## Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** Be eligible for a Statement of Attainment listing the units achieved in **HLT33015 Certificate III in Allied Health Assistance**.

## Additional Requirements/ Information:

## Name of RTO &amp; Provider of Qualification:

Swinburne University of Technology  
(TOID 3059)

## RTO Student Information:

Please refer to <http://www.swinburne.edu.au/policies-regulations/> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

**Clothing and Equipment:** NA

**Excursions:** NA

**Work Placement:** Not required.

**Other:** Current for 2024

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Biology</li> <li>Chemistry</li> </ul>	<ul style="list-style-type: none"> <li>Psychology</li> <li>Health and Human Development</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate IV in Allied Health Assistance</li> <li>Diploma of Nursing</li> </ul>	<ul style="list-style-type: none"> <li>Advanced Diploma of Nursing</li> <li>Bachelor of Nursing</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Nurse</li> <li>Therapy Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Physiotherapy Assistant</li> <li>Occupational Assistant</li> </ul>

## Units of Competency:

### Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CHCCOM005	Communicate and work in health or community services	30	C
HLTWHS001	Participate in workplace health and safety	20	C
BSBPEF301	Organise personal work priorities	30	C
CHCCCS002	Assist with movement	25	C
CHCCCS010	Maintain a high standard of service	30	C
CHCCCS020	Respond effectively to behaviours of concern	20	C
HLTAID011	Provide first aid	18	E
HLTINF006	Apply basic principles and practices of infection prevention and control	35	C
<b>Total nominal hours</b>		<b>208</b>	

### Year 2: Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBMED301	Interpret and apply medical terminology appropriately	60	C
HLTAAP001	Recognise healthy body systems	70	C
HLTHPS001	Take clinical measurements	50	E
CHCCCS026	Transport individuals	20	E
CHCCCS015	Provide individualised support	30	E
<b>Total nominal hours</b>		<b>230</b>	



## Course Details:

### ACM20121 Certificate II in Animal Care

#### Course Aims

This is a general qualification for entry into sectors of the animal care and management industry, where workers provide care for animals in workplaces such as animal shelters, kennels, catteries, sanctuaries and veterinary clinics. At this level, work takes place under direct supervision within clearly defined guidelines for work activities.

This course is designed to provide you with an understanding of the basic skills and knowledge to enter the Animal Care and Management industry and become an animal carer, animal welfare worker or farm hand. Completion of this course will assist you to make an informed decision regarding pursuing a career within the animal industry.

#### Course Delivery

##### Location and Times

**Year 1:** Donvale Christian College, 155 Tindals Road, Donvale. Wednesday 1:15pm-5:00pm

**Year 2:** Donvale Christian College, 155 Tindals Road, Donvale. Wednesday 1:15pm-5:00pm

**Mode of Delivery:** DonChristCol Farm and Classroom based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **ACM20121 – Certificate II in Animal Care**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Access Skills Australia

RTO: 4603

#### RTO Student Information:

Please refer to the Mullum Vet Cluster website

[www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Students need to purchase steel-capped boots and wear a hat and hard-wearing attire.

**Excursions:** Students may be required to attend planned Excursions.

**Work Placement:** The VCAA strongly recommends 80 hours of structured workplace learning (SWL) placement over the duration of the program. The College runs a farm which provides options for work placement opportunities through animal exhibitions and experiences in addition to the prescribed Vet training sessions on Wednesdays.

**Other:** NA

## Future Pathways and Opportunities:

#### Complementary studies:

#### Pathways:

- Certificate III in Animal Care

#### Possible Future Career Opportunities:

- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>• Welfare Organisation worker</li> <li>• Animal Care Attendant</li> <li>• Animal Shelter Attendant</li> </ul> | <ul style="list-style-type: none"> <li>• Animal Rescue Centre worker</li> <li>• Farmhand Alpaca Stud</li> <li>• Farm Manager</li> </ul> | <ul style="list-style-type: none"> <li>• Kennel Hand</li> <li>• Cattery Attendant</li> <li>• Pet Shop Attendant</li> <li>• Assistant Dog groomer</li> </ul> |
|--|---|---|

## Units of Competency:

### Units 1 – 4: COMPULSORY UNITS

Unit Code	Unit Name	Nominal Hours	Core/Elective
ACMGEN201	Work in the animal care industry	30	C
ACMGEN202	Complete animal care hygiene routines	30	C
ACMGEN203	Feed and water animals	40	C
ACMGEN204	Assist in health care of animals	40	C
ACMWHS201	Participate in workplace health and safety processes	40	C
BSBCMM211	Apply communication skills	40	C
Total nominal hours		220	

### Units 1 – 4: ELECTIVE UNITS

Unit Code	Unit Name	Nominal Hours	Core/Elective
ACMSUS201	Participate in environmentally sustainable work practices	20	E
ACMGEN205	Source and provide information for animal care needs	40	E
AHCLSK215	Carry out alpaca handling & husbandry operations	40	E
ACMGEN309	Provide basic animal first aid	40	E
AHCLSK316	Prepare livestock for competition	40	E
ACMSPE302	Provide basic care of Avians	40	E
Total nominal hours		220	





## Course Details:

### ICT20120 Certificate II in Applied Digital Technologies

#### Course Aims

The competencies for ICT20120 provide foundation skills and knowledge to use basic applied digital technologies in varied contexts. The qualification is designed for those developing the necessary digital and technology skills in preparation for work. These individuals carry out a range of basic procedural and operational tasks that require digital and technology skills. They perform a range of mainly routine tasks using limited practical skills and knowledge in a defined context. The qualification is suitable for someone generally performing under direct supervision.

#### Course Delivery

##### Location and Times

**Year 1:** Ringwood Training, 3 Hill Street, Ringwood East. Wednesday 12:00pm-3:00pm

**Year 2:** Ringwood Training, 3 Hill Street, Ringwood East. Wednesday 3:00pm – 6:00pm

**Mode of Delivery:** Classroom based/online blended delivery

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **ICT20120 - Certificate II in Applied Digital Technologies**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Ringwood SC (Ringwood Training)

RTO: 22475

#### RTO Student Information:

Please refer to <http://www.rt.vic.edu.au/student-handbook> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** A student laptop is desirable but not essential to allow for flexible delivery.

**Work Placement:** Not required.

**Other:** RT Polo shirt required. (This is not covered by the Materials Fee. It is at student expense.) Details will be provided with enrolment paperwork.

## Future Pathways and Opportunities:

#### Pathways:

- Certificate III in Information, Digital Media and Technology
- Certificate IV in Information Technology

#### Possible Future Career Opportunities:

- Junior systems administrator
- Level 1 and level 2 helpdesk technician
- Hardware support technician

## Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBWHS211	Contribute to the health and safety of self and others	20	C
BSBSUS211	Participate in sustainable work practices	20	C
ICTICT213	Use computer operating systems and hardware	60	C
BSBTEC202	Use digital technologies to communicate in a work environment	20	C
ICTICT215	Operate digital media technology packages	40	C
BSBTEC101	Operate digital devices	20	E
Total nominal hours		180	

Year 2: Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
ICTICT214	Operate application software packages	60	C
ICTICT223	Install software applications	20	E
BSBOPS203	Deliver a service to customers	40	E
BSBTEC303	Create electronic presentations	20	E
ICTSAS214	Protect devices from spam and destructive software	10	E
ICTICT216	Design and create basic organisational documents	40	E
Total nominal hours		190	



## Course Details:

### MST20616 Certificate II in Applied Fashion Design & Technology

#### Course Aims

This program aims to provide students with the basic design and development skills and knowledge to prepare them for work in the fashion industry. It allows for creative expression to be developed and displayed in the practical projects undertaken. Opportunities are provided to acquire and develop skills in sewing, design processes, working with patterns, applying quality standards and interpreting basic sketches.

#### Course Delivery

##### Location and Times

**ONLY AVAILABLE TO CONTINUING STUDENTS**

**Year 2:** Donvale Christian College, 155 Tindals Road, Donvale. Wednesday 1:15pm-5:15pm

**Mode of Delivery:** Classroom based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **MST20616 Certificate II in Applied Fashion Design & Technology**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Ripponlea Institute

RTO: 21230

#### RTO Student Information:

Please refer to the Mullum Vet Cluster website

[www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** There are no prerequisites for Certificate II, however basic sewing skills are strongly recommended. Students must purchase additional materials from the booklist including tools, folio development equipment, sewing materials & notions, and fabric and haberdashery for each garment made in the program. Closed shoes and hair tied back is recommended for work in the classroom. An orientation session will be held in accordance with the Mullum Cluster orientation date later in the year.

**Excursions:** Students may be required to attend planned Excursions.

**Work Placement:** Not required but is recommended.

- Visual Communication and Design

**Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Visual Communication and Design</li> </ul>	<ul style="list-style-type: none"> <li>Product Design and Technology</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Diploma of Textiles, Clothing and Footwear</li> <li>Bachelor of Fashion Design/Merchandising</li> </ul>	<ul style="list-style-type: none"> <li>Certificate IV in Fashion Design</li> <li>Certificate IV in Clothing Production</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Costume Designer</li> <li>Fashion Photography</li> <li>Patternmaker</li> </ul>	<ul style="list-style-type: none"> <li>Tailor</li> <li>Visual Merchandising Fashion Designer</li> </ul>

## Units of Competency:

### Year 1: Competencies covered in the first year

Unit Code	Unit Name	Nominal Hours	Core/Elective
MSMWHS200	Work Safely	30	C
MSTFD2006	Use a sewing machine for fashion design	80	E
MSS402051	Apply quality standards	30	C
MSTCL1001	Produce a simple garment	40	E
MSTCL2010	Modify patterns to create basic styles	50	E
MSTGN2013	Identify fibres, fabrics and textiles used in the TCF Industry	80	E
MSTTX1001	Produce a simple textile fabric or product	40	E
<b>Total nominal hours</b>		<b>350</b>	

### Year 2: Competencies covered in the second year

Unit Code	Unit Name	Nominal Hours	Core/Elective
MSMENV272	Participate in environmentally sustainable work practices	30	C
MSTML1001	Make a simple headpiece	40	E
MSTCL2011	Draw and interpret a simple sketch	30	C
MSTFD2001	Design and produce a simple garment	80	E
MSTFD2005	Identify design processes for fashion designs	40	E
MSTCL3007	Embellish garment by hand or machine	40	E
MSTFD3003	Prepare design concept for a simple garment (additional elective)	80	E
<b>Total nominal hours</b>		<b>340</b>	



## Course Details:

### AUR20720 Certificate II in Automotive Vocational Preparation

#### Course Aims

VET delivered in secondary colleges Automotive Studies is ideal for students who want a hands-on practical applied learning study that contributes to VCE, VCE VM and VPC. The Certificate II prevocational course includes project-based learning, teamwork and practical work tasks. The course includes skills and knowledge required to perform a range of tasks related to servicing and repairing mechanical components/systems of cars within an automotive service and repair business. It is suitable for entry into the automotive retail, service and repair industry. Students may transition into an SBAT (School based Apprenticeship and Traineeship) in Automotive Vehicle Technology then take up a full time Certificate III Light Vehicle Mechanical Technology apprenticeship.

#### Course Delivery

##### Location and Times

**Year 1:** Ringwood Training, 3 Hill Street, Ringwood East. Wednesday 8:00am-12:30pm; Wednesday 1:00pm-5:30pm

**Year 2:** Ringwood Training, 3 Hill Street, Ringwood East. Wednesday 8:00am-12:30pm; Wednesday 1:00pm-5:30pm

**Mode of Delivery:** Classroom/workshop based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **AUR20720 - Certificate II in Automotive Vocational Preparation**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Ringwood SC (Ringwood Training)

RTO: 22475

#### RTO Student Information:

Please refer to <http://www.rt.vic.edu.au/student-handbook> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Workwear and steel-cap leather work boots required. No bib and brace overalls. Clear lens safety glasses will be supplied. (Work shirt to be purchased at student expense. This is not covered by the Materials fee.)

**Excursions:** Industry e.g. HSV, Fox Museum. (If conducted this is not covered by the Materials Fee. It is at student expense.)

**Work Placement:** Not required but is strongly recommended.

**Other:** NA

## Future Pathways and Opportunities:

#### Pathways:

- Certificate II in Automotive Vehicle Servicing (as a School-based Traineeship)
- Certificate IV in Automotive Technology
- Certificate III in Light Vehicle Mechanical Technology
- Diploma of Automotive Technology

#### Possible Future Career Opportunities:

Australia's modern vehicle fleet requires highly skilled Light Vehicle Motor Mechanics to maintain, service and repair vehicle mechanical and electrical components. The range of tasks undertaken by motor mechanics includes working on engines, transmissions, steering systems and much more. Today's motor mechanic needs to be highly literate and numerate and should have the capacity to be trained to use a range of electronic vehicle diagnostic software. Many tradespeople in this field become highly sought-after specialists, and some move across into electrical and heavy vehicle roles over time.



## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
AURAEA002	Follow environmental and sustainability best practice in an automotive workplace	25	C
AURASA102	Follow safe working practices in an automotive workplace	20	C
AURLTA101	Identify automotive mechanical systems and components	25	C
AURTTK102	Use and maintain tools and equipment in an automotive workplace	20	C
AURLTJ113	Remove, inspect and refit light vehicle wheel and tyre assemblies	20	E
AURTTA127	Carry out basic vehicle servicing operations	40	E
AURTTE008	Dismantle and assemble multi-cylinder four-stroke petrol engines	40	E
<b>Total nominal hours</b>		<b>190</b>	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
AURAF103	Communicate effectively in an automotive workplace	20	C
AURAF104	Resolve routine problems in an automotive workplace 20 C	20	C
AURETR103	Identify automotive electrical systems and components	25	C
AURETK003	Operate electrical test equipment	40	E
AURETR115	Inspect, test and service batteries	10	E
AURTTB007	Remove and replace brake assemblies	20	E
AURTTTC004	Remove and replace radiators	20	E
AURTTD006	Remove and replace vehicle front suspension springs	25	E
<b>Total nominal hours</b>		<b>180</b>	



## Course Details:

### AVI30419 Certificate III in Aviation (Remote Pilot)

#### Course Aims

The qualification is relevant to individuals operating remotely piloted aircraft systems (RPAS), in compliance with relevant regulatory requirements of the Civil Aviation Safety Authority (ASA) and national operating standards. A more detailed course description can be seen here: <https://training.gov.au/Training/Details/AVI30419>

#### Course Delivery

##### Location and Times

**Year 1:** Elisabeth Murdoch College, 80 Warrandyte Road, Langwarrin. Wednesday 1:00pm – 4:30pm

**Year 2:** Elisabeth Murdoch College, 80 Warrandyte Road, Langwarrin. Wednesday 1:00pm – 4:30pm

**Mode of Delivery** Classroom/Park based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **AVI30419 – Certificate III in Aviation (Remote Pilot)**

## Additional Requirements/ Information:

### Name of RTO & Provider of Qualification:

Beverly College Pty Ltd T/A National Drones Training Institute  
RTO: 41441

### RTO Student Information:

Please refer to [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Hi-Vis Vest required for practical sessions, provided by National Drones Training Institute.  
**Excursions:**

- **National Drones** - Commercial Drone Operation.
- **Airservices** – Melbourne Air Traffic Control Tower.
- **Victoria Police** RPAS (Remote Pilot Division)

**Work Placement:** Not required.

**Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	• Remote Pilot Licence (RePL) and Aeronautical Radio Operator Certificate (AROC) - CASA		
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>• Diploma of Police Search and Rescue</li> <li>• Diploma of Property Services (Asset and Facility Management)</li> <li>• Advanced Diploma of Public Safety (fire Fighting Management)</li> <li>• Diploma of Aviation</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma Commercial Pilot</li> <li>• Diploma Commercial Helicopter Pilot</li> <li>• Advanced Diploma Pilot in Command</li> <li>• Advanced Diploma of Conservation and Land Management</li> </ul>	
	<b>The use of drones as a tool to capture and analyse data is being utilised over a vast number of career pathways, providing upskilling opportunities in technology, necessary for future jobs.</b>		
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• Engineering</li> <li>• Surveying</li> <li>• Law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Energy / Utility Sectors</li> <li>• Artificial Intelligence</li> <li>• Telecommunications</li> </ul>	<ul style="list-style-type: none"> <li>• Forensics</li> <li>• Emergency Services</li> <li>• Computer Science</li> </ul>

	• Building/Asset Inspection	• Mining	• UAV/Drone Pilot
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## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
AVIY0031	Apply the principles of air law to remote pilot aircraft systems operations	15	C
AVIY0027	Operate multi-rotor remote pilot aircraft systems	20	E
AVIH0006	Navigate remote pilot aircraft systems	45	C
AVIW0004	Perform operational inspections on remote operated systems	30	C
AVIY0053	Manage remote pilot aircraft systems energy source requirements	25	C
AVIE0003	Operate aeronautical radio	25	E
AVIE0005	Complete a Notice to Airmen (NOTAM).	20	E
AVIW0008	Conduct aerial search using remote piloted aircraft	30	E
<b>Total nominal hours</b>		<b>210</b>	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
AVIZ0005	Apply situational awareness in remote pilot aircraft systems operations	5	C
AVIF0021	Manage human factors in remote pilot aircraft systems operations	20	C
AVIW0028	Operate and manage remote pilot aircraft systems	40	C
AVIW0006	Perform infrastructure inspections using remote operated systems	35	E
AVIW0007	Perform aerial mapping and modelling using remote piloted aircraft systems	35	E
AVIY0023	Launch, control and recover a remotely piloted aircraft	30	C
AVIY0052	Control remote pilot system on the ground	25	C
<b>Total nominal hours</b>		<b>190</b>	



## Course Details:

### SHB30121 Certificate III in Beauty Services

#### Course Aims

This qualification reflects the role of individuals employed as beauticians to provide a range of beauty services including nail, waxing, lash and brow, and basic make-up services.

These individuals possess a range of well-developed technical and customer service skills where discretion and judgement are required and are responsible for their own outputs. This includes client consultation on beauty products and services.

**Students wanting to enter into this course must have a pre-requisite of a Certificate II in Retail Cosmetic or Certificate II Salon Assistant**

#### Course Delivery

##### Location and Times

**Year 1:** Inspiring Training Academy, 1/1 James Street, Bayswater. Wednesday 9:00am – 4:00pm

**Mode of Delivery:** Blended – combining face to face, online and self-paced study.

**Duration:** 1 year part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **SHB30121 - Certificate III in Beauty Services.**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Inspiring Training Academy Pty Ltd

TOID No: 22728

#### RTO Student Information:

Please refer to [www.inspiringbeauty.com.au](http://www.inspiringbeauty.com.au) and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Students are required to wear flat closed toe shoes. All PPE for OHS will be issued to the student as per the training package requirements.

**Excursions:** NA

**Work Placement:** As per the training package requirement, many units require students to complete treatments on paying clients, whilst this can be accommodated within a simulated salon environment, it is also encouraged that students seek **80 hours** of work placement in a workplace representing the course they are enrolled in. Structured workplace learning (SWL) gives students the opportunity to get on-the-job training, allowing students to strengthen the skills and knowledge of their qualification. For further information please visit the Victorian Curriculum and Assessment Authority website [here](#).

**Other:** Students are required to complete Certificate II I Retail Cosmetics prior to enrolling into this course.

**Please note this course is subject to change.**

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Biology</li> </ul>	<ul style="list-style-type: none"> <li>Chemistry</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate IV in Beauty Therapy</li> <li>Diploma of Beauty Therapy</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor of Health Science</li> <li>Bachelor of Dermal Science</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Beauty Therapist</li> <li>Beauty Therapist (Spa)</li> </ul>	<ul style="list-style-type: none"> <li>Dermal Therapist or Clinician</li> <li>Salon Manager</li> </ul>

## Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal hours	Core/Elective
SHBXWHS003	Apply safe hygiene, health and work practices	40	C
SHBXIND003	Comply with organisational requirements within a personal services environment	45	C
SHBBBOS007	Apply cosmetic tanning products	20	C
SHBHBAS002	Provide head, neck and shoulder massage for relaxation	20	E
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	50	C
SHBBRES003	Research and apply beauty industry information	20	C
SHBBCCS005	Advise on beauty products and services	30	C
SHBBMUP009	Design and apply make-up	45	C
SHBBMUP010	Design and apply make-up for photography	30	E
SHBBMUP008	Apply eyelash extensions	40	E
SIRXSLS001	Sell to the retail customer	20	C
SHBXCCS007	Conduct salon financial transactions	25	C
SHBBINF002	Maintain infection control standards	75	E
SHBBFAS004	Provide lash and brow services	30	C
SHBBHRS010	Provide waxing services	100	C
SHBXCCS008	Provide salon services to clients	30	C
SHBBNLS011	Use electric file equipment for nail services	30	C
*SHBBNLS007	Provide manicure and pedicure services	60	C
*This unit has a prerequisite.			
Total nominal hours		710	





## Course Details:

### SHB30121 Certificate III in Beauty Services

#### Course Aims

This qualification reflects the role of a person working the beauty industry as a beautician to provide a range of beauty services including nails, waxing, lash and brow and basic make-up services.

#### Course Delivery

##### Location and Times

**Year 1:** Headmasters Academy, Level 2, 185 Spring Street, Melbourne. Wednesday 8:45am-4:15pm

**Year 2:** Headmasters Academy, Level 2, 185 Spring Street, Melbourne. Wednesday 8:45am-4:15pm

**Mode of Delivery:** Classroom based

**Duration:** 2 year's part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **SHB30121 - Certificate III in Beauty Services.**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Headmasters Academy Pty Ltd T/A  
The Masters Institute of Creative Education  
RTO: 4639

#### RTO Student Information:

Please refer to [www.tmice.edu.au](http://www.tmice.edu.au) and  
[www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and  
responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Cost includes tuition, kit and uniform

**Excursions:** NA

**Work Placement:** Work Placement is recommended.

**Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>• Makeup</li> </ul>	
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>• Certificate III in Beauty</li> <li>• Certificate IV in Beauty Therapy</li> <li>• Diploma of Beauty Therapy</li> </ul>	
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• Aromatherapy</li> <li>• Beauty Therapist</li> <li>• Make-Up Artist</li> </ul>	<ul style="list-style-type: none"> <li>• Nail Technician</li> <li>• Retail Sales</li> <li>• Salon Manager</li> </ul>

## Units of Competency:

### Year 1 & 2: Competencies delivered in 2023:

Unit Code	Unit Name	Nominal Hours	Core/Elective
SHBBMUP009	Design and apply make-up	45	C
SHBBRES003	Research and apply beauty industry information	20	C
SHBBBOS007	Apply cosmetic tanning products	20	C
SHBXCCS005	Maintain health and wellbeing in a personal services setting	40	E
SHBBMUP010	Design and apply make-up for photography	30	E
SHBBCCS005	Advise on beauty products and services	30	C
SHBBNLS007	Provide manicure and pedicure services	60	C
SHBBNLS011	Use electric file equipment for nail services	30	C
SHBXCCS007	Conduct salon financial transactions	25	C
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	50	C
Total nominal hours		350	

### Year 1 & 2: Competencies delivered in 2024

Unit Code	Unit Name	Nominal Hours	Compulsory / Elective
SHBBFAS004	Provide lash and brow services	30	C
SHBXCCS008	Provide salon services to clients	30	C
SHBXIND003	Comply with organisational requirements within a personal services environment	45	C
SHBXWHS003	Apply safe hygiene, health and work practices	40	C
SHBBHRS010	Provide waxing services	100	C
SIRXSLS001	Sell to the retail customer	20	C
SHBBMUP008	Apply eyelash extensions	40	E
SHBBINF002	Maintain infection control standards	75	E
Total nominal hours		380	



## Course Details:

### 22338VIC Certificate II in Building & Construction Pre-Apprenticeship (Partial Completion)

#### Course Aims

This course aims to provide learners with basic industry specific skills and knowledge to enable transition into an apprenticeship within the building and construction industries at the Certificate III level. This pre-apprenticeship course consists of a core of common cross sector units of competency that provide skills and knowledge in applying basic levelling procedures, carrying out basic measurements and calculations, communicating in the workplace, erecting and safely using working platforms, interpreting basic plans and drawings, preparing and applying for work in the construction industry, working effectively and sustainably in the construction industry and workplace safety practices onsite. The course also includes a range of units that introduce the learner to the application of specific materials, tools and equipment, and techniques used in specific trade sectors that underpin the Certificate III qualifications in the Carpentry trade sector.

#### Course Delivery

##### Location and Times

**Year 1:** Aquinas College, Great Ryrie Street, Ringwood; Wednesday 1:30pm-6.30pm

**Year 2:** Aquinas College, Great Ryrie Street, Ringwood; Wednesday 8:00am-12.30pm

**Mode of Delivery** Classroom based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **22338VIC Certificate II in Building and Construction Pre-apprenticeship (Partial Completion) Units 1-4.**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Access Australia Group

RTO: 4603

#### RTO Student Information:

Please refer to [www.ast.org.au](http://www.ast.org.au) and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for your rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Students will be required to have steel-capped boots and appropriate worksite clothing, including Hi Vis top and trade shorts/pants.

**Excursions:** Students may be required to attend a planned Excursion. Additional costs may be involved.

**Work Placement:** Not required but recommended.

**Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	• Product Design and Technology - Wood		
<b>Pathways:</b>	• Building and Construction Apprenticeship		
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• Architect</li> <li>• Bricklayer</li> <li>• Builder</li> </ul>	<ul style="list-style-type: none"> <li>• Building Inspector</li> <li>• Cabinet Maker</li> <li>• Carpenter</li> </ul>	<ul style="list-style-type: none"> <li>• Civil Engineer</li> <li>• Draftsperson</li> <li>• Engineer</li> </ul>

## Units of Competency: (TBC)

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CPCCOM1012	Work effectively and sustainable in the construction industry	20	C
CPCCCM1014	Conduct workplace communication	20	C
CPCCCM1015	Carry out measurements and calculations	20	C
CPCCCM2006	Apply basic levelling procedures	8	C
CPCCOHS2001	Apply OHS requirements, policies and procedures in the construction industry	20	C
CPCCWHS1001	Prepare to work safely in the construction industry	6	C
HLTAID010	Provide basic emergency life support	12	C
VU22014	Prepare for work in the building and construction industry	16	C
Elective (Carpentry Stream)			
VU22023	Perform basic setting out	24	E
VU22027	Install basic external cladding	24	E
VU22028	Install basic window and door frames	24	E
<b>Year 1 total nominal hours</b>		<b>194</b>	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
VU22015	Interpret and apply basic plans and drawings	25	C
VU22016	Erect and safely use working platforms	24	C
VU22022	Identify and handle carpentry tools and equipment	100	E
VU22026	Construct a basic roof frame	40	E
VU22030	Carry out basic demolition of timber structures	20	E
<b>Year 2 total nominal hours</b>		<b>209</b>	
<b>Total nominal hours</b>		<b>403</b>	



## Course Details:

### 22614VIC Certificate II in Building & Construction (Carpentry) Partial Completion

#### Course Aims

This course is designed for people wanting to enter the building and construction industry to become apprentice carpenters. It will provide the knowledge and practical skills associated with working in the building and construction industry and equip students with the ability to work safely in the industry.

#### Course Delivery

##### Location and Times

**Year 1:** St Joseph's College, 5 Brenock Park Drive, Ferntree Gully.

Tuesday 1:30pm -5:00pm (Internal); Wednesday 8:00am -12:30pm Thursday 8:00am -12:30pm

**Year 2:** St Joseph's College, 5 Brenock Park Drive, Ferntree Gully.

Wednesday 1:00pm - 5:30pm; Thursday 8:00am -12:30pm

**Mode of Delivery:** Classroom theory and practical

**Duration:** St Joseph's College deliver the Certificate II in Building and Construction Partial Completion over 2 years.

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **22614VIC - Certificate II in Building and Construction Partial Completion (at the completion of the 2 year course)**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

St Joseph's College

RTO: 21710

#### RTO Student Information:

Please refer to the Student Handbook of St Joseph's College and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on Campus.

**OHS/PPE/Clothing and Equipment:** Students will be required to have steel-capped boots and appropriate worksite clothing. Pants, polo and jumper provided.

**Excursions:** NA

**Work Placement:** Not required but recommended.

**Other:** Device with Word

## Future Pathways and Opportunities:

#### Complementary studies:

- Product Design and Technology – Wood

#### Pathways:

- Building and Construction Apprenticeship

#### Possible Future Career Opportunities:

- |              |                  |                      |
|--------------|------------------|----------------------|
| • Architect  | • Cabinet Maker  | • Draftsperson       |
| • Bricklayer | • Carpenter      | • Engineer           |
| • Builder    | • Civil Engineer | • Building Inspector |



## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CPCCWHS1001	Prepare to work safely in the construction industry	6	C
CPCCOHS2001A	Apply OHS requirements, policies & procedures in the construction industry	20	C
CPCCCM2006	Apply basic levelling procedures	8	C
VU23321	Perform basic setting out	24	C
CPCCCM1015	Carry out measurements and calculations	20	C
CPCCCM1014A	Conduct workplace communication	20	C
VU23314	Erect and safely use working platforms	24	E
HLTAID010	Provide basic emergency life support	12	C
VU23313	Interpret and apply basic plans and drawings	25	E
VU22322	Construct basic sub-floor	48	E
VU23329	Construct basic formwork for concreting	40	E
<b>Total nominal hours</b>		<b>247</b>	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
VU23320	Identify and handle carpentry tools and equipment	100	C
VU23328	Dismantle basic timber structures	20	C
VU23323	Construct basic wall frames	48	C
VU23324	Construct a basic roof frame	40	C
VU23326	Install basic window and door frames	24	E
VU23325	Install basic external cladding	24	C
VU23312	Prepare for work in the building and construction industry	16	E
<b>Total nominal hours</b>		<b>297</b>	



## Course Details:

## 22338VIC Certificate II in Building and Construction (Pre-Apprenticeship)

## Course Aims

The Certificate II in Building and Construction Pre-apprenticeship is a first step to gaining an apprenticeship in the building industry or as a carpenter. The course involves both theory and practical training relating to building and construction with an emphasis on carpentry. It aims to equip students with the knowledge and practical skills to work safely within the industry.

## Course Delivery

## Location and Times

**Year 1:** Swinburne University of Technology, 12-50 Norton Road, Croydon. Friday 8:00am-4:00pm

**Mode of Delivery:** Classroom/Workshop/Online

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

## Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** Be eligible for the award of 22338VIC Certificate II in Building and Construction (Pre-apprenticeship).

## Additional Requirements/ Information:

## Name of RTO &amp; Provider of Qualification:

Swinburne University of Technology  
(TOID 3059)

## RTO Student Information:

Please refer to <http://www.swinburne.edu.au/policies-regulations/> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

## Clothing and Equipment:

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Work boots (leather upper)</li> <li>• Work pants or shorts</li> <li>• Shirt or t-shirt (NO singlets)</li> <li>• Exercise Book</li> </ul> | <ul style="list-style-type: none"> <li>• Pencil case with pens, pencils and erasers</li> <li>• 1m folding ruler</li> <li>• Tape Measure</li> </ul> |
|---|--|

**Excursions:** NA

**Work Placement:** Not required.

**Other:** Current in 2023

## Future Pathways and Opportunities:

## Complementary studies:

- Product Design and Technology – Wood

## Pathways:

- Building and Construction Apprenticeship

## Possible Future Career Opportunities:

- Builder
- Cabinetmaker
- Carpenter

## Units of Competency:

### Year 1: Competencies covered in first year

Unit Code	Unit Name	Nominal Hours	Core/Elective
HLTAID002	Provide basic emergency life support	12	C
VU22015	Interpret and apply basic plans and drawings	25	C
VU22022	Identify and handle carpentry tools and equipment	100	E
CPCCCM1014A	Conduct workplace communication	20	C
VU22023	Perform basic setting out	24	E
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20	C
VU22029	Install interior fixings	40	E
VU22030	Carry out basic demolition for timber structures	20	E
CPCCCM1015A	Carry out measurements and calculations	20	C
CPCCCM2006	Apply basic levelling procedures	8	C
CPCCWHS1001	Prepare to work safely in the construction industry	6	C
<b>Total nominal hours</b>		<b>295</b>	

### Year 2: Competencies covered in second year

Unit Code	Unit Name	Nominal Hours	Core/Elective
CPCCCM1012A	Work effectively and sustainably in the construction industry	20	C
VU22014	Prepare for work in the building and construction industry	16	C
VU22016	Erect and safely use working platforms	24	C
VU22024	Construct basic sub-floor	48	E
VU22025	Construct basic wall frames	48	E
VU22026	Construct a basic roof frame	40	E
VU22027	Install basic external cladding	24	E
VU22028	Install basic window and door frames	24	E
VU22031	Construct basic formwork for concreting	40	E
<b>Total nominal hours</b>		<b>250</b>	



## Course Details:

### 22338VIC Certificate II in Building and Construction (Carpentry) Pre-apprenticeship (Partial Completion)

#### Course Aims

VET Building & Construction is designed for students who may want to enter the building and construction industry as an apprentice carpenter. It will provide the knowledge and practical skills associated with working in the building and construction industry, which will include:

- basic levelling procedures
- carrying out of basic measurements and calculations
- communicating in the workplace
- erecting and safely using working platforms
- interpreting basic plans and drawings
- preparing and applying for work in the construction industry
- working effectively and sustainably in the construction industry
- workplace safety practices onsite

It involves both theory and practical skills relating to building and construction with an emphasis on carpentry.

#### Course Delivery

##### Location and Times

**Year 1:** Wantirna College, Harold Street, Wantirna. Wednesday 1:00pm-5:30pm OR Thursday 1:00pm-5:30pm

**Year 2:** Wantirna College, Harold Street, Wantirna. Wednesday 8:00am-12:30pm

**Mode of Delivery:** Classroom/Workshop based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **22338VIC - Certificate II in Building & Construction (Carpentry) – Pre-apprenticeship (Partial Completion)**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Access Skills Training  
RTO – 4603

#### RTO Student Information:

Please refer to [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Students will be required to have safety glasses, steel capped work boots and appropriate worksite clothing.

**Excursions:** NA

**Work Placement:** Not required but recommended.

**Other:** RTO Pre-Training form to be completed and returned to Wantirna College prior to end of 2023. Students will not be able to complete their enrolment without this form.

**Please note this course is subject to change.**

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	• Product Design and Technology - Wood		
<b>Pathways:</b>	• Building and Construction Apprenticeship		
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• Architect</li> <li>• Bricklayer</li> <li>• Builder</li> </ul>	<ul style="list-style-type: none"> <li>• Building Inspector</li> <li>• Cabinet Maker</li> <li>• Carpenter</li> </ul>	<ul style="list-style-type: none"> <li>• Civil Engineer</li> <li>• Draftsperson</li> <li>• Engineer</li> </ul>

## Units of Competency:

### Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CPCCCM1012A	Work effectively and sustainably	20	C
CPCCCM1014A	Conduct workplace communication	20	C
CPCCCM1015A	Carry out measurements and calculations	20	C
CPCCCM2006	Apply basic levelling procedures	8	C
CPCCOHS2001A	Apply OHS requirements, policies and procedures in the construction industry	20	C
CPCCWHS1001	Prepare to work safely in the construction industry	6	C
HLTAID010	Provide basic emergency life support	12	C
VU22014	Prepare for work in the building and construction industry	16	C
VU22023	Perform basic setting out	24	E
VU22025	Construct basic wall frames	48	E
<b>Total nominal hours</b>		<b>194</b>	

### Year 2: Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
VU22015	Interpret and apply basic plans and drawings	25	C
VU22016	Erect and safely use working platforms	24	C
VU22022	Identify and handle carpentry tools and equipment	100	E
VU22026	Construct a basic roof frame	40	E
VU22027	Install basic external cladding	24	E
VU22028	Install basic window and door frames	24	E
VU22030	Carry out basic demolition of timber structures	20	E
<b>Total nominal hours</b>		<b>257</b>	





## Course Details:

### BSB30120 Certificate III in Business

#### Course Aims

This course provides students with knowledge and skills across a variety of business services areas. Individuals in these roles carry out a range of routine procedural, clerical, administrative or operational tasks that require technology and business skills. They apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge. They may provide technical advice and support to a team..

#### Course Delivery

##### Location and Times

**Year 1:** Cire Services, Level 1, 7-9 John Street, Lilydale. Wednesday 9:00am - 12:30pm

**Year 2:** Cire Services, Level 1, 7-9 John Street, Lilydale. Wednesday 1:00pm – 4:30pm

**Mode of Delivery:** Classroom based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **BSB30120 Certificate III in Business.**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Cire Services

TOID: 4150

#### RTO Student Information:

Please refer to [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

**OHS / Personal Protective Equipment:** N/A

**Excursions:** NA

**Work Placement:** NA

**Other:** They also complete the pre-course review including the LLN Tool and achieve the Australian Core Skills Level of 3. At this level, students may either work alongside an expert/mentor where prompting and advice can be provided or may work with an expert/mentor where support is available if requested.

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Business Studies</li> </ul>		
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate IV in Business (Administration)</li> <li>Certificate IV in Business (Operations)</li> <li>Certificate IV in Accounting and Bookkeeping</li> </ul>		
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Customer Service Roles</li> <li>Junior Personal Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Office Assistant</li> <li>Data Entry</li> </ul>	<ul style="list-style-type: none"> <li>Receptionist</li> </ul>

## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBCRT311	Apply critical thinking skills in a team environment	40	C
BSBPEF201	Support personal wellbeing in the workplace	50	C
BSBSUS211	Participate in sustainable work practices	20	C
BSBXCM301	Engage in workplace communication	40	C
BSBOPS304	Deliver and monitor a service to customers	35	E
BSBOPS305	Process customer complaints	30	E
Total nominal hours		215	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBTWK301	Use inclusive work practices	30	C
BSBWHS311	Assist with maintaining workplace safety	40	C
BSBTEC404	Use Digital Technologies to collaborate in a work environment	50	E
BSBTEC301	Design and produce business documents	80	E
BSBPEF301	Organise personal work priorities	30	E
SIRXCEG002	Assist with customer difficulties	40	E
SIRXMKT001	Support Marketing and promotional activities	30	E
Total nominal hours		270	





## Course Details:

### 10741NAT Certificate III in Christian Ministry and Theology

**Please note there is a new training package in 2024 – this course will be updated.**

#### Course Aims

The certificate in Christian Ministry aims to help students grow in understanding and wisdom, build leadership skills and develop character through exploration of Christian faith and engagement in practical Christian services.

#### Course Delivery

**Location and Times** – This 1 Year course is delivered online with the required Peer Group gathering at - Waverley Christian College, 1248 High Street Road, Wantima South. Wednesday 1:30pm-3:30pm

**Mode of Delivery:** Online with required Classroom based Peer Group gathering

**Duration:** 1 year part time – 500 nominal hours.

(A breakdown of the nominal hours is included in section 7.1 of the VETA Student handbook.)

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM and VPC

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: 10741NAT - Certificate III in Christian Ministry & Theology

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Evolution Learning

RTO: 45219

#### RTO Student Information:

Please refer to <http://veta.org.au/veta-morphus> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

#### OHS / Personal Protective Equipment: N/A

**Excursions:** Students will need to be available for 3 weekend intensives.

**Work Placement:** Students undertake practical placements as part of the course.

**Other: \*\* Please note – the provider has stipulated the students must have already completed Year 10 prior to enrolling in this Certificate.**

## Future Pathways and Opportunities:

#### Complementary studies:

- Religion and Society
- Texts and Traditions

#### Pathways:

- Certificate IV in Christian Ministry
- Diploma of Christian Ministry
- Advanced Diploma of Christian Ministry

#### Possible Future Career Opportunities:

- Chaplain
- Pastor
- Youth Worker
- Social Work

## Units of Competency:

Year 1 and 2: Competencies covered in the year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CMTTHE301	Research Christian Scripture and Theology	70	C
CMTTHE302	Identify theological data	70	C
CMTTHE303	Present information on a theological theme or issue	70	C
CMTTHE304	Apply new theological insights	70	C
CMTMIN301	Apply theological knowledge to contemporary ethical issues	70	C
CMTMIN302	Communicate theology in everyday language	70	C
BSBPEF302	Develop self-awareness	30	E
BSBPEF201	Support personal wellbeing in the workplace	50	E
Total nominal hours		500	

Course Component	Minimum Work Outline	Prescribed Hours	Self Paced	Nominal Hours
<b>Christian Community</b>	30 weeks x 1 hour + Reflections (Self-Paced Personal Application)	30	42	72
<b>Intensives</b>	3 Intensives x 25 hours + 3 x 2 hour Reflections	81		81
<b>Ministry Placement</b>	Major Ministry Placement Short Term Ministry Placement (Self-Paced Planning, researching and establishing the Ministry Placement)	40 16	62	118
<b>Bible Engagement</b>	30 weeks x 90 minutes (Self-Paced Research and Personal Application)	45	42	87
<b>Mentoring</b>	7 x Sessions + Reflections (Self-Paced Personal Application)	10	12	22
<b>Peer Group</b>	30 weeks x 90 minute sessions facilitated by Peer Group Supervisor (PGS) + Seminar Preparation (3 x 5 hours) (Self-Paced Peer Group Preparation and completion of Learning Exercises)	45 15	45 15	120
Total nominal hours		282	218	500



## Course Details:

### CHC32015 Certificate III in Community Services

#### Course Aims

This qualification may be used as a pathway for workforce entry as community services workers who provide a first point of contact and assist individuals in meeting their immediate needs. At this level, work takes place under direct, regular supervision within clearly defined guidelines.

#### Course Delivery

##### Location and Times

**Year 1:** Cire Services, Level 1, 6-9 John Street, Lilydale. Wednesday 9:00am – 12:30pm

**Year 2:** Cire Services, Level 1, 6-9 John Street, Lilydale Wednesday 1:00pm – 4:30pm

**Mode of Delivery** Classroom/workshop simulation

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **CHC32015 Certificate III in Community Services.**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Cire Services

TOID: 4150

#### RTO Student Information:

Please refer to [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

#### OHS / Personal Protective Equipment: N/A

**Excursions:** NA

**Work Placement:** Students are required to undertake a total of 80 hours of structured workplace learning over the two years of the program, that being 40 hours each year. The host school organises the students SWL placements with support from Cire Training if needed. **Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Health &amp; Human Development</li> <li>Psychology</li> </ul>
<b>Pathways:</b>	<b>Certificate II/ IV in the following streams:</b> <ul style="list-style-type: none"> <li>Aged Care Work</li> <li>Alcohol and Other Drugs</li> <li>Child Protection/Justice</li> <li>Mental Health Work (non clinical)</li> <li>Children's Services</li> <li>Community Work</li> <li>Disability Work</li> <li>Youth</li> <li>Diploma of Nursing</li> <li>Diploma/Advanced Diploma in Community Services</li> <li>Certificate III in Allied Health or Health Services Assistant</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Aged Care Attendant</li> <li>Health Care Counsellor</li> <li>Youth Worker</li> <li>Community development</li> <li>Case Manager</li> </ul>

## Units of Competency:

### Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CHCCOM005	Communicate and work in health or community services	30	C
CHCDIV001	Work with diverse people	40	C
HLTWHS002	Follow safe work practices for direct client care	25	C
HLTWHS006	Manage personal stressors in the workplace	25	C
CHCCOM001	Provide first point of contact	35	E
CHCVOL001	Be an effective volunteer	25	E
BSBWOR301	Organise personal work priorities and development	30	E
Total nominal hours		210	

### Year 2: Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CHCCCS016	Respond to client needs	60	C
BSBCMM211	Apply communication skills	40	E
CHCGRP001	Support Group Activities	30	E
CHCAGE001	Facilitate empowerment of older people	50	E
BSBCRT311	Apply critical thinking skills in a team environment	40	E
Total nominal hours		220	





## Course Details:

### CHC22015 Certificate II in Community Services

#### Course Aims

The Certificate II in Community Services aims to enhance employment prospects or further education opportunities within a broad range of community services related industries. Upon completion, students can seek further study or career opportunities in areas such as nursing, disability support, youth work, occupational therapy, psychology, aged care, child protection and children's services.

#### Course Delivery

##### Location and Times

**Year 1:** Swinburne University of Technology, 369 Stud Rd, Wantirna. Wednesday 1:00pm – 4:30pm **OR**  
Wednesday 8:30am-12:00pm (subject to demand)

**Mode of Delivery:** Classroom/Workplace simulation/small amount of field work.

**Duration:** 1 year part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** Be eligible for the award of **CHC22015 Certificate II in Community Services**.

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Swinburne University of Technology  
(TOID 3059)

#### RTO Student Information:

Please refer to <http://www.swinburne.edu.au/policies-regulations/> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

**Clothing and Equipment:** NA

**Excursions:** Possible off-campus activity

**Work Placement:** 20 hours of volunteer work is required.

**Other:** This course is in transition. Please note that the course code, title, units and content may change.

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Health and Human Development</li> </ul>	<ul style="list-style-type: none"> <li>Psychology</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III in Individual Support</li> <li>Certificate IV in Community Services</li> <li>Certificate IV in Mental Health</li> </ul>	<ul style="list-style-type: none"> <li>Certificate IV in Youth Work</li> <li>Diploma of Community Services</li> <li>Diploma of Nursing</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Aged Care Attendant</li> <li>Childcare Assistant</li> <li>Welfare Officer</li> <li>Disability Work</li> </ul>	<ul style="list-style-type: none"> <li>Health Care Counsellor</li> <li>Nanny</li> <li>Youth Worker</li> <li>Nurse</li> </ul>

## Units of Competency:

### Year 1:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CHCCOM001	Provide first point of contact	35	C
CHCCOM005	Communicate and work in health or community services	30	C
CHCDIV001	Work with diverse people	40	C
HLTWHS001	Participate in workplace health and safety	20	C
BSBWOR202	Organise and complete daily work activities	20	C
BSBWOR201	Manage personal stress in the workplace	40	E
FSKLRG09	Use strategies to respond to routine workplace problems	15	E
FSKOCM07	Interact effectively with others at work	10	E
CHCVOL001 #	Be an effective volunteer	25	E
# Volunteer work is required for this unit	Total nominal hours	235	



## Course Details:

## UEE20520 Certificate II in Computer Assembly and Repair

## Course Aims

The competencies for UEE20520 Certificate II in Computer Assembly and Repair are designed to provide students with the skills and knowledge to be competent in introductory ICT technical functions. These include repairing your PC, hardware, software, computer and networking technologies, computer and network security, malware and ransomware prevention and defence, operating systems, communication, occupational health and safety. The qualification is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an advanced ICT user.

## Course Delivery

## Location and Times

**Year 1:** Ringwood Training, 3 Hill Street, Ringwood East. Wednesday 12:00pm-3:00pm

**Year 2:** Ringwood Training, 3 Hill Street, Ringwood East. Wednesday 3:00pm – 6:00pm

**Mode of Delivery:** Classroom based/online blended delivery

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **UEE20520 - Certificate II in Computer Assembly and Repair**

## Additional Requirements/ Information:

## Name of RTO &amp; Provider of Qualification:

Ringwood SC (Ringwood Training)

RTO: 22475

## RTO Student Information:

Please refer to <http://www.rt.vic.edu.au/student-handbook> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** A student laptop is desirable but not essential to allow for flexible delivery.

**Work Placement:** Not required.

**Other:** RT Polo shirt required. (This is not covered by the Materials Fee. It is at student expense.) Details will be provided with enrolment paperwork.

## Future Pathways and Opportunities:

## Pathways:

- Certificate III in Information, Digital Media and Technology
- Certificate IV in Information Technology

## Possible Future Career Opportunities:

- Junior systems administrator
- Level 1 and level 2 helpdesk technician
- Hardware support technician

## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
UEECD0007	Apply work health and safety regulations, codes and practices in the workplace	20	C
UEECD0016	Document and apply measures to control WHS risks associated with electrotechnology work	20	C
UEECD0027	Participate in development and follow a personal competency development plan	20	C
UEECS0003	Assemble, set up and test computing devices	80	C
UEERE0001	Apply environmentally and sustainable procedures in the energy sector	20	C
ICTTEN203	Install and configure a home or small office network	20	E
<b>Total nominal hours</b>		<b>180</b>	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
UEECD0019	Fabricate, assemble and dismantle utilities industry components	40	C
ICTTEN204	Install and configure a small to medium business network	20	E
ICTTEN205	Build and maintain a secure network	20	E
ICTICT214	Operate application software packages	20	E
UEEEEC0055	Repair basic computer equipment faults by replacement of modules/sub-assemblies	40	E
UEEEEC0060	Repair basic electronic apparatus faults by replacement of components	40	E
<b>Total nominal hours</b>		<b>180</b>	



## Course Details:

### SIT20421 Certificate II in Cookery

#### Course Aims

This certificate provides students with an overview of the hospitality industry. It provides students with the skills and knowledge to be competent in a range of kitchen functions and activities (i.e. back of house).

#### Course Delivery

##### Location and Times

**Year 1:** Aquinas College, Great Ryrie Street, Ringwood; Wednesday 1:30pm-5.30pm

**Year 2:** Aquinas College, Great Ryrie Street, Ringwood; Wednesday 1:30pm-5.30pm

**Mode of Delivery** Kitchen based. Restaurant Nights – there are approximately **2 compulsory** restaurant nights per term that students are required to attend. Students are dismissed around 9:30pm. These form the practical assessment of this course.

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **SIT20421 Cert II in Cookery Units 1-4.**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Aquinas College

RTO: 22340

#### RTO Student Information:

Please refer to [www.aquinas.vic.edu.au](http://www.aquinas.vic.edu.au) and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for your rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Students will have to wear a uniform. An additional cost is involved.

**Excursions:** Students may be required to attend a planned Excursion. Additional costs may be involved.

**Work Placement:** Not required but is recommended.

**Other:** Please note this course is subject to change

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Food Technology</li> </ul>	
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III in Hospitality</li> <li>Certificate IV in Hospitality</li> <li>Diploma of Hospitality (Management)</li> </ul>	<ul style="list-style-type: none"> <li>Advanced Diploma of Hospitality (Management)</li> <li>Bachelor of Applied Science (Hospitality Management)</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Cook</li> <li>Food Production</li> </ul>	<ul style="list-style-type: none"> <li>Catering Manager</li> </ul>

## Units of Competency:

### Year 1: Competencies covered in the first year (TBC)

Unit Code	Unit Name	Nominal Hours	Core/Elective
SITXFSA005	Use hygienic practices for food safety	15	C
SITXWHS005	Participate in safe work practices	12	C
SITHCCC023	Use food preparation equipment	25	C
SITHCCC027	Prepare dishes using basic methods of cookery	45	C
SITHKOP009	Clean kitchen premises and equipment	13	C
SITXINV006	Receive, store and maintain stock	20	C
SITXCOM007	Show social and cultural sensitivity	20	E
SITXCOM024	Prepare and present simple dishes	25	E
SITXCCS011	Interact with customers	20	E
Total nominal hours		195	

### Year 2: Competencies covered in the second year: (TBC)

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Core/Elective
SITHCCC006	Prepare appetisers and salads	Portfolio 07	25	C
SITHCCC007	Prepare stocks, sauces and soups	Portfolio 08	35	C
SITHCCC008	Prepare vegetable, fruit, egg and farinaceous dishes	Portfolio 08	45	C
SITHCCC011	Use cookery skills effectively	Work Performance 01	50	C
SITHCCC035	Prepare poultry dishes	Portfolio 07	35	C
Total nominal hours			190	





## Course Details:

### SIT20421 Certificate II in Cookery

#### Course Aims

This qualification provides a pathway towards the role of a cook working in a kitchen, under the direct supervision of a chef and focuses on the back-of-house skills typically used in a restaurant or food outlet. It provides students with an overview of the hospitality industry along with the skills and knowledge to be competent in a range of kitchen functions and activities.

#### Course Delivery

##### Location and Times

**Year 1:** Belgrave Heights Christian School, Wattle Valley Road, Belgrave. Wednesday 9:00am-1:00pm

**Year 2:** Belgrave Heights Christian School, Wattle Valley Road, Belgrave. Wednesday 2:00pm – 6:00pm

**Mode of Delivery** Classroom based including on campus Commercial Kitchen

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **SIT20421 – Certificate II in Cookery**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

iVET Institute

RTO: 32275

#### RTO Student Information:

Please refer to Mullum Cluster website

[www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Students will have to wear a uniform purchased in the first year for use over the two years of the course.

**Excursions:** Students may be required to assist with various school-based functions throughout the 2 years including some evenings.

**Work Placement:** Year 2 – 50 hours work placement.

**Other:** Please note this course is subject to change.

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>VCE Food Studies</li> </ul>	
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III in Hospitality</li> <li>Certificate IV in Hospitality</li> <li>Diploma of Hospitality (Management)</li> </ul>	<ul style="list-style-type: none"> <li>Advanced Diploma of Hospitality (Management)</li> <li>Bachelor of Applied Science (Hospitality Management)</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Breakfast Cook</li> <li>Catering Assistant</li> <li>Fast Food Cook</li> <li>Food Production</li> </ul>	<ul style="list-style-type: none"> <li>Catering Manager</li> <li>Sandwich Hand</li> <li>Takeaway Cook</li> <li>Cook</li> </ul>

## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
SITXFSA005	Use hygienic practices for food safety	15	C
SITXWHS005	Participate in safe work practices	12	C
SITHKOP009	Clean kitchen premises and equipment	13	C
SITHCCC023	Use food preparation equipment	25	C
SITHCCC024	Prepare and present simple dishes	25	E
SITXINV006	Receive, store and maintain stock	20	C
SITHCCC025	Prepare and present sandwiches	10	E
SITXCOM007	Show social and cultural sensitivity	20	E
SITHCCC027	Prepare dishes using basic methods of cooking	45	C
<b>Total nominal hours</b>		<b>185</b>	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
SITHCCC028	Prepare appetisers and salads	25	C
SITHCCC029	Prepare stocks, sauces and soups	35	C
SITHCCC030	Prepare vegetables, fruit, eggs and farinaceous dishes	45	C
SITHCCC034	Work effectively in a commercial kitchen	60	C
<b>Total nominal hours</b>		<b>170</b>	



## Course Details:

### SIT20421 Certificate II in Cookery

#### Course Aims

The general purpose of this course prepares students with a limited range of food preparation and cookery skills to prepare food and menu items. Includes units such as, preparing appetisers and salads, preparing stocks, soups and sauces, preparing vegetable, fruit and farinaceous dishes, preparing simple dishes.

#### Course Delivery

##### Location and Times

**Year 1:** William Angliss Institute, 555 La Trobe Street, Melbourne. Wednesday 1:30pm – 6:00pm

**Year 2:** William Angliss Institute, 555 La Trobe Street, Melbourne. Wednesday 1:30pm – 6:00pm; **Term 3:** 3:30pm–9:30pm

**Mode of Delivery** Classroom based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **SIT20421 Certificate II in Cookery**

## Additional Requirements/ Information:

### Name of RTO & Provider of Qualification:

William Angliss Institute

RTO: 3045

### RTO Student Information:

Please refer to

<https://www.angliss.edu.au/siteassets/pdf-files/policy/student-code-of-conduct.pdf> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**Excursions:** NA

**Work Placement:** Not required.

**OHS / Personal Protective Equipment:** Students are required to purchase Cookery Chef Uniform as well as possess the following clothing requirements:

Black shoes	Slip-resistant clogs or quality close-toed comfortable shoes.
Black or white socks	

**Other:** Please note this course is subject to change.

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Food Technology</li> </ul>	
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III in Cookery</li> <li>Certificate IV in Kitchen Management</li> <li>Diploma of Hospitality (Management)</li> </ul>	
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Cook</li> <li>Food Production</li> </ul>	<ul style="list-style-type: none"> <li>Catering Manager</li> </ul>

## Units of Competency:

**Year 1:** Competencies covered in the first year:

These units provide knowledge and skills to prepare basic menu items.

Unit Code	Unit Name	Nominal Hours	Core/Elective
SITXCOM007	Show social and cultural sensitivity	20	E
SITXWHS005	Participate in safe working practices	12	C
SITHCCC025	Prepare and present sandwiches	10	E
SITXFSA001	Use hygienic practices for food safety	15	C
SITHCCC024	Prepare and present simple dishes*	25	E
SITXINV006	Receive, store and maintain stock	20	C
SITHCCC023	Use food preparation equipment*	25	C
SITHCCC027	Prepare dishes using basic methods of cookery*	45	C
SITHKOP009	Clean kitchen premises and equipment	13	C
<b>Total nominal hours</b>		<b>185</b>	

**Year 2:** Competencies covered in the second year:

These units provide knowledge and skills to prepare basic menu items and work in a live kitchen with Angliss restaurant or Bistro.

Unit Code	Unit Name	Nominal Hours	Core/Elective
SITHCCC028	Prepare appetisers and salads*	20	C
SITHCCC029	Prepare stocks, sauces and soups*	28	C
SITHCCC030	Prepare vegetable, fruit, egg and farinaceous dishes*	40	C
SITHCCC034	Work effectively in a commercial kitchen*	50	C
<b>Total nominal hours</b>		<b>138</b>	



## Course Details:

### CUA20220 Certificate II in Creative Industries (Media)

#### Course Aims

The Certificate II in Creative Industries has a media focus and is designed to develop skills and knowledge in media design, production and promotion. During the course, students will develop their storytelling, planning, and communication skills to create a dynamic media product in a collaborative setting.

#### Course Delivery

##### Location and Times

**Year 1:** Swinburne University of Technology, 369 Stud Road, Wantirna. Wednesday 9:00am-3:00pm

**Mode of Delivery:** Classroom/Online

**Duration:** 1 year

## On successful completion of this program the student will achieve:

### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** Be eligible for the award of **CUA20220 Certificate II in Creative Industries (Media)**

## Additional Requirements/ Information:

### Name of RTO & Provider of Qualification:

Swinburne University of Technology  
(TOID 3059)

### RTO Student Information:

Please refer to <http://www.swinburne.edu.au/policies-regulations/> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

**Clothing and Equipment:** NA

**Excursions:** NA

**Work Placement:** Not required.

**Other:** Current for 2023

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Art/Studio Arts</li> <li>Information Technology</li> </ul>	<ul style="list-style-type: none"> <li>Media Studies</li> <li>Visual Communications and Design</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III/IV in Screen and Media</li> <li>Diploma/Advanced Diploma of Screen and Media</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor of Design</li> <li>Bachelor of Media and Communication</li> <li>Bachelor of Screen Production</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Games Developer</li> <li>Graphic Designer</li> <li>Media Producer</li> <li>Multimedia Developer</li> </ul>	<ul style="list-style-type: none"> <li>Photographer</li> <li>Publisher</li> <li>Digital Designer</li> </ul>

## Units of Competency:

### Year 1:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CUADES202	Evaluate the nature of design in a specific industry context	30	E
CUAACD101	Use basic drawing techniques	50	E
CUADIG212	Develop digital imaging skills	50	E
CUAWHS312	Apply work health and safety practices	30	C
BSBTWK201	Work effectively with others	40	C
CUAACD201	Develop drawing skills to communicate ideas	60	E
CUADES201	Follow a design process	50	E
CUAIND201	Develop and apply creative arts industry knowledge	20	C
CUASOU212	Perform basic sound editing	30	E
CUACAM211	Assist with basic camera shoots	30	E
Total nominal hours		390	





## Course Details:

**CUA20120 Certificate II in Dance (Year 1)**

**CUA30120 Certificate III in Dance (Partial Completion) (Year 2)**

### Course Aims

The aim of this program is to provide young people with the technical and performance skills, knowledge and attitudes to begin the process of establishing skills appropriate for the entertainment industry. The program encourages students to attend and review dance performances. The training will include a variety of dance styles and techniques and is suited to all students interested in any form of movement and dance. The skills learnt can be applied to everyday fitness and coordination, further training in dance and performance and an appreciation of performing arts in society.

### Course Delivery

#### Location and Times

**Year 1:** Fairhills High School, Scoresby Road, Knoxfield. Wednesday 1:00pm – 4:30pm

**Year 2:** Fairhills High School, Scoresby Road, Knoxfield. Wednesday 1:00pm – 4:30pm

**Mode of Delivery** Classroom based with both theoretical and performance elements.

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

### Credit towards VCE, VCE VM, VPC

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **CUA20120 - Certificate II in Dance (Year 1)**,  
**CUA30120 – Certificate III in Dance (Partial Completion) (Year 2)**

## Additional Requirements/ Information:

### Name of RTO & Provider of Qualification:

Australian Dance Council - Ausdance

RTO: 20949 (Training delivered by Fairhills High School)

### RTO Student Information:

Please refer to [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Students are to provide appropriate clothing for participation in Dance training and drills.

**Excursions:** Students will be required to complete and return Excursion permission slips in line with education department policy.

**Work Placement:** Not required.

**Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Theatre Studies</li> </ul>	<ul style="list-style-type: none"> <li>Drama</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate II in Dance</li> <li>Certificate IV in Dance</li> </ul>	<ul style="list-style-type: none"> <li>Diploma of Dance</li> <li>Bachelor of Arts - Dance</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Ballerina</li> <li>Choreographer</li> </ul>	<ul style="list-style-type: none"> <li>Community Dance Worker</li> <li>Dancer</li> <li>Dance Teacher</li> <li>Dance Therapist Entertainer</li> </ul>

## Units of Competency:

### CUA20120 (Cert II) Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CUADAN211	Develop basic dance techniques	20	C
CUAPRF211	Prepare for live performances	40	C
CUAWHS111	Follow safe dance practices	60	C
CUAWHS211	Develop a basic level of physical c-fitness for dance performance	40	C
BSBTWK201	Work effectively with others	40	C
<b>Students must complete a minimum of 2 Electives</b>			
CUADAN213	Perform basic jazz dance techniques	80	E
CUADAN220	Perform basic lyrical dance techniques	60	E

### CUA30120 (Cert III) Year 2: Competencies covered in the second year:

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Core/Elective
CUADAN212	Incorporate artistic expression into basic dance performances	Portfolio 07	45	C
CUAIND211	Develop and apply creative arts industry knowledge	Portfolio 08	20	C
CUAPRF314	Develop audition techniques	Portfolio 08	35	C
CUAPRF317	Develop performance techniques	Portfolio 07	35	C
<b>Students must complete 2 Elective units from the list below and these will be offered on an individual basis</b>				
CUADAN315	Increase depth of jazz dance technique		50	E
CUADAN316	Increase depth of ballet dance technique		70	E
CUADAN317	Increase depth of cultural dance technique		45	E
CUADAN318	Increase depth of contemporary dance technique		45	E
CUADAN319	Increase depth of street dance technique		45	E
CUADAN321	Increase depth of tap dance technique		45	E
CUADAN322	Increase depth of lyrical dance technique		60	E



## Course Details:

## CUA20120 Certificate II in Dance with elements of CUA30120 Certificate III in Dance

## Course Aims

The two-year course is a practical and theoretical program for students interested in dance. The VCE/VET Dance program is designed for students who are new to or already studying dance. The content of the program does not assume that the learner has significant industry knowledge or experience. The course provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the performing arts industry. Students can select elective units from the following dance styles: Jazz, Lyrical, Contemporary and Street. At the end of the second-year students will perform two solo dance works which have been choreographed for them in the style of their choice for a panel of assessors.

## Course Delivery

## Location and Times

**Year 1:** Ringwood Secondary College, 55A Bedford Road, Ringwood. Wednesday 11:30am – 3:15pm

**Year 2:** Ringwood Secondary College, 55A Bedford Road, Ringwood. Wednesday 1:45pm – 3:00pm

**Mode of Delivery:** Classroom based with both theoretical and performance elements.

**Duration:** 2 year program

## On successful completion of this program the student will achieve:

## Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **CUA20120 - Certificate II in Dance with elements of CUA30120 – Certificate III in Dance**

## Additional Requirements/ Information:

## Name of RTO &amp; Provider of Qualification:

DTO – Dance Training Organisation

RTO: 45789

## RTO Student Information:

Please refer to [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**Work Placement:** Not required.

**OHS / Personal Protective Equipment:** Students are to provide appropriate dance wear and footwear for style of dance.

**Excursions:** Industry days offered by the RTO that we try to access on Wednesdays but at times are scheduled on other days. E.g., Top Class

**Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Theatre Studies</li> </ul>	<ul style="list-style-type: none"> <li>Drama</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III in Dance</li> <li>Certificate IV in Dance</li> <li>Diploma of Dance</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor of Creative Arts - Dance</li> <li>Further education in the dance industry</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Professional dancer</li> <li>Studio dance teacher</li> <li>Choreographer</li> <li>Dance studio owner</li> </ul>	<ul style="list-style-type: none"> <li>Dance Therapist</li> <li>Dance administrator</li> <li>Casting agent</li> <li>Casting agent</li> <li>School dance teacher</li> <li>Dance medicine practitioner</li> <li>Event manager</li> </ul>

## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBWOR203	Work effectively with others	20	C
CUADAN201	Develop basic dance techniques	40	C
CUAWHS101	Follow basic safe dance practices	60	C
CUAWHS201	Develop a basic level of physical condition for dance performance	40	C
CUAPRF211	Prepare for live performance	40	C
<b>Students must complete a minimum of 2 Electives</b>			
CUADAN205	Perform basic contemporary dance techniques	45	E
CUADAN203	Perform basic jazz dance techniques	80	E
CUADAN220	Perform basic lyrical dance techniques	60	E
CUADAN218	Perform basic street dance techniques	45	E

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Core/Elective
CUAPRF317	Develop performance techniques	Portfolio 07	35	C
CUADAN202	Incorporate artistic expression into basic dance performances	Portfolio 07	45	C
CUAIND211	Develop and apply creative arts industry knowledge	Portfolio 08	20	C
CUAPRF304	Develop audition techniques	Portfolio 08	25	C
<b>Students must complete 2 Elective units from the list below and these will be offered on an individual basis</b>				
CUADAN305	Increase depth in jazz dance technique		50	E
CUADAN308	Increase depth in contemporary dance technique		45	E
CUADAN322	Increase depth in lyrical dance technique		60	E
CUADAN319	Increase depth in street dance technique		45	E



## Course Details:

## CUA30720 Certificate III in Design Fundamentals

## Course Aims

The Certificate III in Design Fundamentals provides students with basic skills in design, media and art. Core studies include drawing, colour theory, digital image creation and editing. Students use the latest Adobe Creative Cloud applications, including Photoshop and Illustrator.

## Course Delivery

## Location and Times

**Year 1:** Swinburne University of Technology, 369 Stud Road, Wantirna. Wednesday 9:30am-3:30pm

**Year 2:** Swinburne University of Technology, 369 Stud Road, Wantirna. Wednesday 9:30am-3:30pm

**Mode of Delivery:** Classroom/Online

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** Be eligible for the award of **CUA30720 Certificate III in Design Fundamentals**.

## Additional Requirements/ Information:

## Name of RTO &amp; Provider of Qualification:

Swinburne University of Technology  
(TOID 3059)

## RTO Student Information:

Please refer to <http://www.swinburne.edu.au/policies-regulations/> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

**Clothing and Equipment:** USB or external hard drive

**Excursions:** NA

**Work Placement:** Not required but recommended.

**Other:** Current for 2023

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Visual Communications and Design</li> </ul>	
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate IV in Design</li> <li>Diploma of Graphic Design</li> <li>Diploma of Visual Arts</li> </ul>	<ul style="list-style-type: none"> <li>Diploma of Visual Merchandising</li> <li>Diploma of Interior Design</li> <li>Diploma of Screen and Media</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Graphic Designer</li> <li>Graphic Pre-press</li> <li>Multimedia</li> <li>Web Design</li> </ul>	<ul style="list-style-type: none"> <li>Print Finishing</li> <li>Printing</li> <li>Screen Printing</li> </ul>

## Units of Competency:

### Year 1:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CUAACD311	Produce drawings to communicate ideas	80	C
CUAPPR311	Produce creative work	45	C
CUAWHS312	Apply work health and safety practices	10	C
CUADES302	Explore and apply the creative design process to 2D forms	50	C
CUADES301	Explore the use of colour	40	C
ICPPRP2210	Select and apply type	30	E
Total nominal hours		255	

### Year 2:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CUADIG304	Create visual design components	30	E
CUAILL401	Develop and refine illustrative work	50	E
CUADES303	Explore and apply the creative design process to 3D forms	60	E
CUAPHI312	Capture photographic images	60	E
CUADES201	Follow a design process	50	C
CUADES304	Source and apply design industry knowledge	20	C
Total nominal hours		270	





## Course Details:

### CHC30121 Certificate III in Early Childhood Education and Care

#### Course Aims

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. Support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

#### Course Delivery

##### Location and Times

**Year 1:** Cire Services, Level 1, 6-9 John Street, Lilydale. Wednesday 9:00am – 12:30pm

**Year 2:** Cire Services, Level 1, 6-9 John Street, Lilydale Wednesday 1:00pm – 4:30pm

**Mode of Delivery** Face to Face delivery and online

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **CHC30121 - Certificate III in Early Childhood Education and Care**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Cire Services

TOID: 4150

#### RTO Student Information:

Please refer to [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

**OHS / Personal Protective Equipment:** Students will need a Cire Training polo shirt for placement.

**Excursions:** NA

**Work Placement:** Cire Training requires all our VETDSS students to undertake a minimum of 80 hours of SWL spread across the two years of the program, this being 40 hours annually. If you undertake 80 hours of structured workplace learning and the workplace learning record in one year you can provide one general credit for VCE/VCE VM.

**Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	The course is a partial completion, once you have completed your two-year VETDSS program, you can apply to complete the remaining units to be able to graduate from the CHC30113 Certificate III in Early Childhood Education and Care.	<ul style="list-style-type: none"> <li>• Food Technology</li> <li>• Health &amp; Human Development</li> <li>• Psychology</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>• Bachelor of Early Childhood Studies</li> <li>• Diploma of Early Childhood Education and Care</li> <li>• Bachelor of Education</li> </ul>	
<b>Possible Future Career Opportunities:</b>	<b>A range of employment opportunities including:</b> <ul style="list-style-type: none"> <li>• Early Childhood Education Assistant</li> <li>• Outside School Hours Care Assistant</li> <li>• Play Group Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• Kindergarten Assistant</li> <li>• Family Day Care Educator</li> <li>• Nanny</li> <li>• Childcare Educator/Assistant</li> </ul>

## Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CHCECE031	Support children's health, safety and wellbeing	160	C
CHCECE056	Work effectively in children's education and care	65	C
HLTWHS001	Participate in workplace health and safety	20	C
CHCDIV001	Work with diverse people	40	E
CHCPRT001	Identify and respond to children and young people at risk	40	C
Total nominal hours		325	

Year 2: Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CHCECE033	Develop positive and respectful relationships with children	100	C
CHCECE034	Use an approved learning framework to guide practice	80	C
CHCECE037	Support children to connect with the natural environment	50	C
CHCECE055	Meet legal and ethical obligations in children's education and care	60	C
Total nominal hours		290	



## Course Details:

## CHC30121 Certificate III in Early Childhood Education and Care

## Course Aims

This qualification reflects the role of workers in a range of early childhood education settings who work within the requirements of the Education and Care Services National Regulations and the National Quality Standard. Support the implementation of an approved learning framework, and support children's wellbeing, learning and development. Depending on the setting, educators may work under direct supervision or autonomously.

## Course Delivery

## Location and Times

**Year 1:** Ringwood Training, 3 Hill Street, Ringwood East. Wednesday 8:30am – 12:00pm or 1:00pm-4:30pm

**Year 2:** 2025

**Mode of Delivery:** Classroom based/online blended delivery.

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

## Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **CHC30121 - Certificate III in Early Childhood Education and Care**

## Additional Requirements/ Information:

## Name of RTO &amp; Provider of Qualification:

Ringwood SC (Ringwood Training)

RTO: 22475

## RTO Student Information:

Please refer to <http://www.rt.vic.edu.au/student-handbook> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** N/A

**Work Placement:** 80 hours of work placement is required.

**Other:** RT Polo shirt required. (This is not covered by the Materials Fee. It is at student expense.) Details will be provided with enrolment paperwork.

## Future Pathways and Opportunities:

<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Bachelor of Early Childhood Studies</li> <li>Diploma of Early Childhood Education and Care</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor of Education</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Educator in Long Day Care</li> <li>Educator in Occasional Care</li> <li>Educator in School-Age Care</li> </ul>	<ul style="list-style-type: none"> <li>Kindergarten Assistant in Preschool</li> <li>Family Day Care Educator</li> </ul>

## Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CHCECE031	Support children's health, safety and wellbeing	160	C
CHCECE056	Work effectively in a children's education and care	65	C
HLTWHS001	Participate in workplace health and safety	20	C
CHCDIV001	Work with Diverse people	40	C
Total nominal hours		285	

Year 2: 2025

Unit Code	Unit Name	Nominal Hours	Core/Elective
Year 2 Delivered in 2025			



## Course Details:

## UEE22020 Certificate II in Electrotechnology (Career Start)

## Course Aims

The Career Start program aims to equip students with the knowledge and skills that will enhance their employment prospects in the electrical or related industries. Successful completion of this course may lead to an apprenticeship or provide progression to a Certificate III or IV in other electrotechnology fields.

## Course Delivery

## Location and Times

**Year 1:** Swinburne University of Technology, 369 Stud Road, **Wantirna**. Wednesday 12:30pm-5:30pm

Swinburne University of Technology, 12-50 Norton Road, **Croydon**. Wednesday 12:30pm-5:30pm

**Year 2:** Swinburne University of Technology, 369 Stud Road, **Wantirna**. Wednesday 12:30pm-5:30pm

Swinburne University of Technology, 12-50 Norton Road, **Croydon**. Wednesday 12:30pm-5:30pm

**Mode of Delivery:** Classroom/Workshop

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

## Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** Be eligible for the award of **UEE22020 Certificate II in Electrotechnology (Career Start)**

## Additional Requirements/ Information:

## Name of RTO &amp; Provider of Qualification:

Swinburne University of Technology  
(TOID 3059)

## RTO Student Information:

Please refer to <http://www.swinburne.edu.au/policies-regulations/> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

## Clothing and Equipment:

- Steel cap work boots
- Full length pants
- Exercise book
- Scientific calculator
- Shirt or t-shirt (NO singlets)
- Pencil case with pens, pencils and erasers

**Excursions:** NA

**Work Placement:** Not required.

**Other:** NA

## Future Pathways and Opportunities:

## Complementary studies:

- Mathematical Methods
- Physics

## Pathways:

- Certificate III in Electrotechnology Electrician
- Certificate IV in Electrotechnology

## Possible Future Career Opportunities:

- Electrician
- Electrical Engineering

## Units of Competency:

### Year 1:

Unit Code	Unit Name	Nominal Hours	Core/Elective
UEECD0007	Apply work health and safety regulations, codes and practices in the workplace	20	C
CPCCWHS1001	Prepare to work safely in the construction industry	10	C
UEECD0046	Solve problems in single path circuits	40	C
UEECD0038	Provide solutions and report on routine electrotechnology problems	60	C
UEERL0001	Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply	20	E
UEECD0020	Fix and secure electrotechnology equipment	20	E
UEECD0021	Identify and select components, accessories and materials for energy sector work activities	20	C
UEECD0052	Use routine equipment/plant/technologies in an energy sector environment	40	C
• <b>Prerequisite Requirement</b>			
<b>Total nominal hours</b>		<b>210</b>	

### Year 2:

Unit Code	Unit Name	Nominal Hours	Core/Elective
UEERE0021	Provide basic sustainable energy solutions for energy reduction in residential premises	40	C
UEERL0001 *	Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply	20	E
UEEAS0001	Assemble electronic components	40	E
UEEAS0004	Select electronic components for assembly	20	E
UEECD0019 *	Fabricate, assemble and dismantle utilities industry components	40	E
UEECD0009 *	Carry out routine work activities in an energy sector environment	40	C
UEECD0021	Identify and select components, accessories and materials for energy sector work activities	20	C
• <b>Prerequisite Requirement</b>			
<b>Total nominal hours</b>		<b>220</b>	





## Course Details:

### 22499VIC Certificate II in Electrotechnology Studies (Pre-vocational)

#### Course Aims

The Certificate II in Electrotechnology Studies aims to equip learners with the knowledge and skills to seek employment in the Electrical Industry. It aims to provide students with general knowledge and skills relating to the electrical industry. This Certificate II in Electrotechnology may lead to an apprenticeship and/or provide a progression to Certificate III or IV in other electrotechnology fields.

#### Course Delivery

##### Location and Times -

**Year 1:** St Joseph's College, 5 Brenock Park Drive, Ferntree Gully. Thursday 8:00am – 12:30pm OR 1:30pm – 5:00pm

**Students need to have completed Year 1 to apply for this course.**

**Year 2:** St Joseph's College, 5 Brenock Park Drive, Ferntree Gully. Thursday 8:00am – 12:30pm OR 1:30pm – 5:00pm

**Mode of Delivery** Classroom/Workshop based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A Victorian recognised qualification: **22499VIC - Certificate II in Electrotechnology (at the completion of two years study)**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

St Joseph's College  
RTO: 21710

#### RTO Student Information:

Please refer to the Student Handbook of St Joseph's College and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on Campus.

**OHS/PPE/Clothing and Equipment:** Steel capped boots and work pants required. Safety glasses, earmuffs, pens, pencils, laptop all required. Polo and jumper provided.

**Excursions:** NA

**Work Placement:** A work placement is not required but 80 hours of structured workplace learning over the duration of the program, is strongly recommended.

**Other:** Please note this course is subject to change.

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Mathematical Methods</li> <li>Physics</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III in Electrotechnology (Electrical Apprenticeship)</li> <li>Certificate IV in Electrotechnology</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Electrical Engineering</li> <li>Electrician</li> </ul>

## Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CPCCWHS1001	Prepare to work safely in the construction industry	6	C
HLTAID0011	Provide first aid	18	C
UEENEEE101A	Apply Occupational Health and Safety regulations, codes and practices in the workplace	20	C
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components	40	C
UEENEEE103A	Solve problems in ELV single path circuits	40	C
UEENEEE105A	Fix and secure electrotechnology equipment	20	C
VU22670	Provide an overview of the electrotechnology industry	30	C
UEENEEE141A	Use of routine equipment plant technologies in an energy sector environment	60	E
Total nominal hours		234	

Year 2: Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
UEENEEJ104A	Establish the basic operation conditions of air conditioning services	20	C
VU22333	Perform intermediate engineering computations	40	C
VU21544	Install a sustainable extra low voltage energy power system	30	C
VU22671	Use Test instruments in the electrotechnology industry	20	C
VU22672	Carry out basic electrotechnology project	40	C
VU22673	Carry out basic network cabling for extra low voltage (ELV) equipment and devices	30	C
UEENEEP024A	Attach cords and plugs to electrical equipment for connection to a single phase 230 volt supply	20	E
Total nominal hours		200	



## Course Details:

### 22470VIC Certificate II in Engineering Studies

VET in Schools Engineering Studies is ideal for students who want a hands-on practical applied learning study that contributes to VCE or VCAL. Certificate II provides students with practical skills and theoretical knowledge to undertake an apprenticeship in the engineering fabrication trade covering areas including welding, machine processing, fabrication techniques, using power tools and computer software programs for engineering related work activities. Students are required to plan projects, produce engineering sketches and drawings, and fabricate metal components and products

#### Course Delivery

#### Location and Times

**Year 1:** Ringwood Training, 3 Hill Street, Ringwood East. Wednesday 12:00pm – 4:30pm **OR** Wednesday 8:00am – 12:30pm

**Year 2:** Ringwood Training, 3 Hill Street, Ringwood East. Wednesday 2:30pm-7:00pm

**Mode of Delivery:** Classroom/workshop based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **22470VIC - Certificate II in Engineering Studies**

## Additional Requirements/ Information:

### Name of RTO & Provider of Qualification:

Ringwood SC (Ringwood Training)

RTO: 22475

### RTO Student Information:

Please refer to <http://www.rt.vic.edu.au/student-handbook> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Students must wear heavy cotton drill pants and shirt or cotton drill overalls and steel-capped leather work boots. No bib and brace overalls. Clear lens safety glasses will be supplied. (Work shirt to be purchased at student expense. This is not covered by the Materials fee.)

**Excursions:** NA

**Work Placement:** Not required but is strongly recommended.

**Other:** NA

## Future Pathways and Opportunities:

### Complementary studies:

- STEM – Science, Technology, Engineering, and Mathematics

### Pathways:

- Certificate III in Engineering Fabrication Trade
- Certificate IV in Engineering
- Engineering apprenticeship – Mechanical, Fabrication, Automotive or Electrical

### Possible Future Career Opportunities:

- Boiler Maker
- Electrical Engineering
- Fabricator
- Sheet Metal Worker
- Fitter and Turner
- Manufacturing Engineer
- Mechanical Engineer
- Metallurgical Engineer

## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
MEM13014A	Apply principles of OHS in work environment	10	C
MEM18001C	Use hand tools	20	C
VU22329	Report on a range of sectors in the manufacturing, engineering and related industries	30	C
VU22330	Select and interpret drawings and prepare three dimensional (3D) sketches & drawings	20	C
VU22331	Perform basic machining processes	40	C
VU22332	Apply basic fabrication techniques	40	C
MEM18002B	Use power tools/hand held operations	20	E
VU22336	Apply metal fabrication operations	60	E
<b>Total nominal hours</b>		<b>240</b>	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Core/Elective
MEMPE006A	Undertake a basic engineering project	TBA	80	C
VU22333	Perform intermediate engineering computations	TBA	40	E
VU22337	Perform basic welding and thermal cutting processes to fabricate engineering structures	TBA	60	E
<b>Total nominal hours</b>			<b>180</b>	



## Course Details:

### 22470VIC Certificate II in Engineering Studies

#### Course Aims

The Certificate II in Engineering Studies provides students with the practical skills and theoretical knowledge for employment as an apprentice in various engineering trades or as a pathway to higher education programs post-secondary school. Students will be required to plan projects, produce engineering sketches and drawings, and fabricate metal components and products. Each second year student will build their own drone as a take home project.

#### Course Delivery

##### Location and Times

**Year 1:** Swinburne University of Technology, 369 Stud Road, Wantirna. Wednesday 12:30pm-5:30pm  
(plus a one-week block in Term 3 break)

**Year 2:** Swinburne University of Technology, 369 Stud Road, Wantirna. Wednesday 12:30pm-5:30pm

**Mode of Delivery:** Classroom/Workshop/Online

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** Be eligible for the award of **22470VIC Certificate II in Engineering Studies**.

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Swinburne University of Technology  
(TOID 3059)

#### RTO Student Information:

Please refer to <http://www.swinburne.edu.au/policies-regulations/> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

#### Clothing and Equipment:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Steel cap work boots</li> <li>• Full length cotton drill overalls or shirt and pants</li> </ul> | <ul style="list-style-type: none"> <li>• Exercise book</li> <li>• Pencil case with pens, pencils and erasers</li> </ul> |
|--|---|

**Excursions:** NA

**Work Placement:** A work placement is not required.

**Other:** Current for 2024

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Mathematical Methods</li> </ul>	<ul style="list-style-type: none"> <li>Physics</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III in Engineering – Mechanical, Fabrication, Technical, Production Systems or Electrical</li> </ul>	<ul style="list-style-type: none"> <li>Certificate IV in Engineering</li> <li>Diploma/Advanced Diploma of Engineering</li> <li>Bachelor of Engineering</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Automotive Engineer</li> <li>Boiler Maker</li> <li>Electrical Engineer</li> </ul>	<ul style="list-style-type: none"> <li>Electrician</li> <li>Fitter and Turner</li> <li>Manufacturing Engineer</li> <li>Mechanical Engineer</li> <li>Metallurgical Engineer</li> </ul>

## Units of Competency:

### Year 1:

Unit Code	Unit Name	Nominal Hours	Core/Elective
MEM13014A	Apply principles of occupational health and safety in the work environment	10	C
MEM18001C	Use hand tools	20	C
VU22329	Report on a range of sectors in the manufacturing, engineering and related industries	30	C
VU22330	Select and interpret drawings and prepare three dimensional (3D) sketches & drawings	20	C
VU22331	Perform basic machining processes	40	C
VU22339	Create engineering drawings using computer aided systems	60	E
VU22332	Apply basic fabrication techniques	40	C
MEM18002B	Use power tools/hand held operations	20	E
<b>Total nominal hours</b>		<b>240</b>	

### Year 2:

Unit Code	Unit Name	Nominal Hours	Core/Elective
MEMPE006A	Undertake a basic engineering project	80	C
VU22333	Perform intermediate engineering computations	40	E
VU22338	Configure and program a basic robotic system	60	E
<b>Total nominal hours</b>		<b>180</b>	





## Course Details:

## AHC20416 Certificate II in Horticulture

Year 2

TEACHOUT ONLY

## Course Aims

The Certificate II in Horticulture provides students with the skills to meet the needs of the various sectors within the horticulture industry. The essential units will develop the workplace skills that are highly valued by employers such as health and safety, and environmentally sustainable work practices.

## Course Delivery

## Location and Times

Year 1: **Not Available**

Year 2: Swinburne University of Technology, 369 Stud Road, Wantirna. Wednesday 8:30am-3:30pm

Mode of Delivery: Classroom/Simulated Nursery

Duration: **2024 – Teach out only for current enrolled students; Year 2**

## On successful completion of this program the student will achieve:

Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** Be eligible for the award of **AHC20416 Certificate II in Horticulture**.

## Additional Requirements/ Information:

## Name of RTO &amp; Provider of Qualification:

Swinburne University of Technology  
(TOID 3059)

## RTO Student Information:

Please refer to <http://www.swinburne.edu.au/policies-regulations/> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

## Clothing and Equipment:

- Work boots
- Drink bottle
- Exercise book
- Hat
- Long sleeve top (NO singlets)
- Pencil case with pens, pencils and erasers

Excursions: NA

Work Placement: Not required but is recommended.

Other:

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>• Biology</li> </ul>	
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>• Certificate III in Horticulture</li> <li>• Certificate III in Parks and Gardens</li> <li>• Certificate III in Production Nursery</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate III in Retail Nursery</li> <li>• Certificate IV in Horticulture</li> <li>• Diploma of Horticulture</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• Horticulturist</li> <li>• Landscape Designer</li> <li>• Parks and Gardens Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Conservation Worker</li> <li>• Groundskeeper</li> <li>• Nursery Manager</li> </ul>

## Units of Competency:

Units to be delivered in 2024 to currently enrolled students – Year 2

### Year 2: 2024 Teachout Only

Unit Code	Unit Name	Nominal Hours	Core/Elective
AHCLSC204	Lay paving	30	E
AHCNSY203	Undertake propagation activities	30	E
AHCLSC201	Assist with landscape construction work	30	E
AHCPGD203	Prune shrubs and small trees	35	E
AHCNSY202	Care for nursery plants	30	E
AHCLSC202	Construct low profile timer or modular retaining walls	50	E
Total nominal hours		205	



## Course Details:

### DUAL QUALIFICATION

AHC20416 Certificate II in Horticulture and AHC21621 Certificate II in Landscaping

Year 2

TEACHOUT ONLY

#### Course Aims

The Certificate II in Horticulture and Certificate II in Landscaping will equip students with two certificates allowing them to boost their employment options. On completion, students will be ready to pursue careers in horticulture, landscaping design, parks and garden management. Essential units focus on job readiness in areas such as health and safety, environmentally sustainable work practices, basic landscaping techniques, machinery operation and the use of powered and non-powered tools.

#### Course Delivery

##### Location and Times

Year 1: NA

Year 2: Swinburne University of Technology, 369 Stud Road, Wantirna. Wednesday 8:30am-3:30pm

Mode of Delivery: Classroom/Simulated Nursery

Duration: 2024 – Teach out only for current enrolled students; Year 2

## On successful completion of this program the student will achieve:

Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** Be eligible for the award of AHC20416 Certificate II in Horticulture and AHC21621 Certificate II in Landscaping.

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Swinburne University of Technology  
(TOID 3059)

#### RTO Student Information:

Please refer to <http://www.swinburne.edu.au/policies-regulations/> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

Excursions: NA

Work Placement: Not required but recommended.

#### Clothing and Equipment:

- Work boots
- Drink bottle
- Exercise book
- Hat
- Long sleeve top (NO singlets)
- Pencil case with pens, pencils and erasers

**Other:** This course is currently in transition. Please note that the course code, title, units and content may change.

## Future Pathways and Opportunities:

#### Complementary studies:

- Biology

#### Pathways:

- Certificate III in Horticulture
- Certificate III in Landscape Construction
- Certificate III in Parks and Gardens
- Certificate III in Production Nursery
- Certificate III in Conversation and Land Management
- Certificate IV in Horticulture
- Diploma of Horticulture
- Diploma of Landscape Design

<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• Horticulturist</li> <li>• Landscape Designer or Architect</li> <li>• Parks and Gardens Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Conservation Worker</li> <li>• Groundskeeper</li> <li>• Sports Turf Manager</li> </ul>
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## Units of Competency:

Units to be delivered in 2024 to currently enrolled students – Year 2

### Year 2: 2024 Teachout Only

Unit Code	Unit Name	Nominal Hours	Core/elective
AHCLSC201	Assist with landscape construction work	30	E
AHCLSC202	Construct low-profile timber or modular retaining walls	50	E
AHCLSC204	Lay paving	30	E
AHCPGD201	Plant trees and shrubs	20	E
AHCNSY203	Undertake propagation activities	30	E
RIISAM203E	Use hand and power tools	80	E
<b>Total nominal hours</b>		<b>240</b>	



## Course Details:

### SIT20322 Certificate II in Hospitality

#### Course Aims

This program aims to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the hospitality area, with specific focus on food and beverage activities (i.e. front of house).

#### Course Delivery

##### Location and Times

**Year 1:** Aquinas College, Great Ryrie Street, Ringwood; Wednesday 1:30pm-5.30pm

**Year 2:** Aquinas College, Great Ryrie Street, Ringwood; Wednesday 1:30pm-5.30pm

**Mode of Delivery:** Classroom and Restaurant based. Restaurant Nights – there are approximately **2 compulsory** restaurant nights per term that students are required to attend. Students are dismissed around 9:30pm. These form the practical assessment of this course.

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **SIT20322 Cert II in Hospitality Units 1-4.**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Aquinas College

RTO: 22340

#### RTO Student Information:

Please refer to [www.aquinas.vic.edu.au](http://www.aquinas.vic.edu.au) and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for your rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Students will have to wear a uniform. An additional cost is involved.

**Excursions:** Students may be required to attend a planned Excursion. An additional cost may be involved.

**Work Placement:** Not required but is recommended.

**Other:** Please note this course is subject to change

## Future Pathways and Opportunities:

#### Complementary studies:

- Food Technology

#### Pathways:

- Certificate III in Hospitality
- Certificate IV in Hospitality
- Diploma of Hospitality (Management)
- Advanced Diploma of Hospitality (Management)
- Bachelor of Applied Science (Hospitality Management)

#### Possible Future Career Opportunities:

- Waiter of Barista
- Bar/Bottle Shop attendant
- Kitchen Hand
- Food and Beverage attendant

## Units of Competency:

### Year 1: Competencies covered in the first year: (TBC)

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBTWK203	Work effectively with others	40	C
SITHIND006	Source and use information in the hospitality industry	25	C
SITHIND007	Use hospitality skills effectively	0	C
SITXCCS011	Interact with customers	20	C
SITXCOM007	Show social and cultural sensitivity	20	C
SITXWHS005	Participate in safe work practices	12	C
SITXFSA005	Use hygienic practices of food safety	15	C
SITHFAB021	Provide responsible service of alcohol	10	E
SITHFAB023	Operate a bar	35	E
SITHFAB025	Prepare and serve espresso coffee	30	E
Total nominal hours		207	

### Year 2: Competencies covered in the second year: (TBC)

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Core/Elective
SITHFAB004	Prepare and serve non-alcoholic beverages	Portfolio 08	20	C
SITHFAB005	Prepare and serve espresso coffee	Portfolio 08	30	C
SITHFAB007	Serve food and beverage	Work Performance 01	80	C
SITHFAB036	Provide advice on food	Portfolio 07	40	C
SITXFIN001	Process financial transactions	Work Performance 01	25	C
Total Nominal Hours			195	





## Course Details:

### SIT20322 Certificate II in Hospitality

#### Course Aims

This program aims to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the hospitality area, with specific focus on food and beverage activities (i.e. front of house).

#### Course Delivery

##### Location and Times

**Year 1:** Mater Christi College, 28 Bayview Road, Belgrave. Wednesday 1:50pm-6:00pm **(Minimum numbers required)**

**Year 2:** Mater Christi College, 28 Bayview Road, Belgrave. Wednesday 1:50pm-6:00pm **(Minimum numbers required)**

**Mode of Delivery:** Classroom, kitchen and restaurant based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification within the Hospitality Industry: **SIT20322 Certificate II in Hospitality**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Access Skills Training

RTO: 4603

#### RTO Student Information:

Please refer to the VET Student Handbook

<http://www.materchristi.edu.au/curriculum/year-11-and-12/> and

[www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** N/A

**Excursions:** There may be a planned excursion.

#### Work Placement:

**Year 1:** 10 shifts of work placement is required.

**Year 2:** 10 shifts of work placements is highly recommended.

**Other:** Please note this course is subject to change

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Food Technology</li> </ul>	
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III in Hospitality</li> <li>Certificate IV in Hospitality</li> <li>Diploma of Hospitality (Management)</li> </ul>	<ul style="list-style-type: none"> <li>Advanced Diploma of Hospitality (Management)</li> <li>Bachelor of Applied Science (Hospitality Management)</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Waiter of Barista</li> <li>Bar/Bottle Shop attendant</li> </ul>	<ul style="list-style-type: none"> <li>Kitchen Hand</li> <li>Food and Beverage attendant</li> </ul>

## Units of Competency:

**Year 1:** Competencies covered in the first year: **(Minimum numbers required)**

Unit Code	Unit Name	Nominal Hours	Core/Elective
SITXFSA005	Use hygienic practices for food safety	15	E
SITXWHS005	Participate in safe work practices	12	C
SITXINV006	Receive, store and maintain stock	20	E
SITHIND006	Source and use information on the hospitality industry	25	C
BSBTWK201	Work effectively with others	40	C
SITHIND007	Use hospitality skills effectively	0	C
SITXCCS011	Interact with customers	20	C
SITXCOM007	Show social and cultural sensitivity	20	C
SITHFAB025	Prepare and serve espresso coffee	30	E
<b>Total nominal hours</b>		<b>182</b>	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Core/Elective
SITHFAB024	Prepare and serve non-alcoholic beverages	Portfolio 07	20	C
SITHFAB022	Clean and tidy bar areas	Portfolio 07	30	C
SITHFAB027	Serve food and beverage	Work Performance 01	80	C
SITHFAB036	Provide advice on food	Portfolio 08	40	C
SITXFIN007	Process financial transactions	Work Performance 01	25	C
<b>Total nominal hours</b>			<b>195</b>	



## Course Details:

### SIT20322 Certificate II in Hospitality

#### Course Aims

The general purpose of this course prepares students with a limited range of hospitality operational skills and basic knowledge. Includes units such as, prepare/serve espresso coffee, non-alcoholic beverages, food and beverage service, hotel accommodation porter service, housekeeping and room service.

#### Course Delivery

##### Location and Times

**Year 1:** William Angliss Institute, 555 La Trobe Street, Melbourne. Wednesday 1:30pm – 6:00pm

**Year 2:** William Angliss Institute, 555 La Trobe Street, Melbourne. Wednesday 2:00pm–6:30pm; **Term 3:** 4:00pm–10:00pm

**Mode of Delivery** Classroom based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **SIT20322 Certificate II in Hospitality**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

William Angliss Institute

RTO: 3045

#### RTO Student Information:

Please refer to

<https://www.angliss.edu.au/siteassets/pdf-files/policy/student-code-of-conduct.pdf> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**Excursions:** NA

**Work Placement:** Not required.

**OHS / Personal Protective Equipment:** Students are required to purchase William Angliss canvass apron, logo'd polo and black long sleeved shirt as well as possess the following clothing requirements:

Black tailored pants	Black business style trousers with pocket (no hipsters, no jeans, spandex or leggings are permitted).
Black shoes	Lace ups preferred or a slight comfortable heel (no ballerina flats, platform, T-bar runners, canvas or high heels).
Black socks or stockings	

**Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Hospitality</li> </ul>	<ul style="list-style-type: none"> <li>Hotel Accommodation</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III in Hospitality</li> <li>Certificate IV in Hospitality</li> </ul>	<ul style="list-style-type: none"> <li>Diploma of Hospitality Management</li> <li>Diploma of Hospitality Management (AIHS)</li> </ul>

<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• Server</li> <li>• Bar Attendant</li> </ul>	<ul style="list-style-type: none"> <li>• Room Service attendant (hotel)</li> <li>• Coffee Barista</li> </ul>	<ul style="list-style-type: none"> <li>• Housekeeping attendant (hotel)</li> <li>• Bar/Bottle Shop attendant</li> </ul>
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## Units of Competency:

**Year 1:** Competencies covered in the first year:

These units provide knowledge and skills to be able to communicate and work with customers. Angliss restaurant is a fully functional restaurant with live customers.

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBWWK201	Work effectively with others	40	C
SITXWHS005	Participate in safe working practices	12	C
SITXFSA005	Use hygiene practices for food safety	15	C
SITHFAB026	Provide room service	15	E
SITHFAB021	Provide responsible service of alcohol	10	E
SITXCOM007	Show social and cultural sensitivity	20	C
SITXCCS011	Interact with customers	20	C
SITHIND007	Use hospitality skills effectively	0	C
SITHACS011	Prepare rooms for guests	25	E
SITHIND006	Source and use information on the hospitality industry	25	C
SITHFAB024	Prepare and serve espresso coffee	30	E
SITHACS013	Provide porter services	10	E
<b>Total nominal hours</b>		<b>122</b>	

**Year 2:** Competencies covered in the second year:

These units provide knowledge and skills to be able to communicate and work with customers. Angliss restaurant is a fully functional restaurant with live customers

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Core/Elective
SITHFAB024	Prepare and serve non-alcoholic beverages	Portfolio 07	20	C
SITHFAB022	Clean and tidy bar areas	Work Performance 01	15	C
SITHFAB027	Serve food and beverage	Work Performance 01	80	C
SITHFAB036	Provide advice on food	Portfolio 08	40	C
SITXFIN007	Process financial transactions	Work Performance 01	25	C
<b>Total nominal hours</b>			<b>180</b>	



## Course Details:

## ICT30120 Certificate III in Information Technology

The competencies for ICT30120 Certificate III in Information Technology are designed to provide students with the skills and knowledge to be competent in introductory ICT technical functions. These include hardware, software, extending critical and creative thinking skills, operating systems, introductory programming techniques, communication, occupational health and safety, sustainability, networking and application software.

The qualification is designed to support information activities in the workplace and to achieve a degree of self-sufficiency as an advanced IT user.

**Course Delivery****Location and Times**

**Year 1:** Templestowe College, 7 Cypress Avenue, Templestowe. Wednesday 2:00pm to 5:00pm

**Year 2 (2025):** Templestowe College, 7 Cypress Avenue, Templestowe. Wednesday 2:00pm to 5:00pm

**Mode of Delivery:** Classroom based/online blended delivery.

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **ICT30120 - Certificate III in Information Technology**

## Additional Requirements/ Information:

**Name of RTO & Provider of Qualification:**

iVet

RTO: 40548

**RTO Student Information:**

Please refer to <https://tc.vic.edu.au/student-wellbeing-and-engagement-policy#rights> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Students are required to have their own laptop/netbook.

**Excursions:** NA

**Work Placement:** Not required but is STRONGLY recommended. 80 hours over the period of 2 years.

**Other:** Please note this course is available to Year 11 and Year 12 students who have completed a Year 9 maths program.

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>A range of Information Communication Technology programs.</li> </ul>	
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate IV in Information Technology, specialising in Networking or Support</li> </ul>	<ul style="list-style-type: none"> <li>Diploma of Information Technology</li> <li>Diploma of Information Technology Networking</li> </ul>
<b>Possible Future Career Opportunities:</b>	<p>This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user. Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies.</p>	

## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBXTW301	Work in a team	40	C
ICTICT213	Use computer operating systems and hardware	60	E
ICTICT214	Operate application software packages	60	E
ICTSAS308	Run standard diagnostic tests	20	E
BSBXCS303	Securely manage personally identifiable information and workplace information	40	C
BSBCRT301	Develop and extend critical and creative thinking skills	40	C
ICTPRG302	Apply introductory programming techniques	40	C
<b>Total nominal hours</b>		<b>300</b>	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Core/Elective
ICTSAS310	Install, configure and secure a small office or home office network	TBA	50	E
ICTSAS305	Provide ICT advice to clients	TBA	40	C
ICTSAS309	Maintain and repair ICT equipment and software	TBA	20	E
ICTSAS312	Provide basic systems administration	TBA	20	E
ICTICT313	Identify IP, ethics and privacy policies in ICT environments	TBA	50	C
<b>Total nominal hours</b>			<b>180</b>	





## Course Details:

**ICT30120 Certificate III in Information Technology (Networking and Cybersecurity)**  
**(Partial Completion)**

The competencies for completion of Certificate III in Information Technology are designed to equip students with the foundational skills and knowledge they need to function effectively in the IT environment in the workplace.

**Course Delivery****Location and Times**

**Year 1:** Ringwood Training, 3 Hill Street, Ringwood East. Wednesday 12:00pm-3:00pm

**Year 2:** Ringwood Training, 3 Hill Street, Ringwood East. Wednesday 3:00pm-6:00pm

**Mode of Delivery:** Classroom based/online blended delivery

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **ICT30120 - Certificate III in Information Technology**  
**(Partial Completion)**

## Additional Requirements/ Information:

**Name of RTO & Provider of Qualification:**

Ringwood SC (Ringwood Training)

RTO: 22475

**RTO Student Information:**

Please refer to <http://www.rt.vic.edu.au/student-handbook> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Students are required to have their own laptop/netbook.

**Excursions:** Students may be required to attend a planned Excursion. (If conducted this is not covered by the Materials Fee. It is at student expense.)

**Work Placement:** Not required but is recommended.

**Other:** RT Polo shirt required. (This is not covered by the Materials Fee. It is at student expense.)

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>A range of Information Communication Technology programs.</li> </ul>	
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate IV in Information Technology, specialising in Networking or Support</li> </ul>	<ul style="list-style-type: none"> <li>Diploma of Information Technology</li> <li>Diploma of Information Technology Networking</li> </ul>
<b>Possible Future Career Opportunities:</b>	<p>This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an advanced ICT user. Persons working at this level will support information technology activities in the workplace across a wide range of ICT areas, including technical support, network administration, web technologies, software applications and digital media technologies.</p>	

## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBCRT301	Develop and extend critical and creative thinking skills	40	C
BSBXCS303	Securely manage personally identifiable information and workplace information	40	C
BSBXTW301	Work in a team	40	C
ICTPRG302	Apply introductory programming techniques	40	C
ICTNWK311	Install and test network protocols	40	E
<b>Total nominal hours</b>		<b>200</b>	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Core/Elective
ICTICT313	Identify IP, ethics and privacy policies in ICT environments	TBA	50	C
ICTSAS305	Provide ICT advice to clients	TBA	40	C
ICTSAS312	Provide basic systems administration	TBA	20	E
ICTSAS309	Maintain and repair ICT equipment and software	TBA	20	E
ICTSAS310	Install, configure and secure a small office or home office network	TBA	50	E
<b>Total nominal hours</b>			<b>180</b>	



## Course Details:

### ICT30120 Certificate III in Information Technology (Virtual Reality and Game Design) (Partial Completion)

The competencies for completion of Certificate III in Information Technology are designed to equip students with the foundational skills and knowledge they need to function effectively in the design, creation and playing of Virtual Reality games.

#### Course Delivery

##### Location and Times

**Year 1:** Ringwood Training, 3 Hill Street, Ringwood East. Wednesday 12:00pm-3:00pm

**Year 2:** Ringwood Training, 3 Hill Street, Ringwood East. Wednesday 3:00pm-6:00pm

**Mode of Delivery:** Classroom based/online blended delivery

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **ICT30120 - Certificate III in Information Technology (Partial Completion)**

## Additional Requirements/ Information:

### Name of RTO & Provider of Qualification:

Ringwood SC (Ringwood Training)  
RTO: 22475

### RTO Student Information:

Please refer to <http://www.rt.vic.edu.au/student-handbook> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Students are required to have their own laptop/netbook.

**Excursions:** Students may be required to attend a planned Excursion. (If conducted this is not covered by the Materials Fee. It is at student expense.)

**Work Placement:** Not required but is recommended.

**Other:** RT Polo shirt required. (This is not covered by the Materials Fee. It is at student expense.)

## Future Pathways and Opportunities:

### Complementary studies:

- A range of Information Communication Technology programs.

### Pathways:

- Certificate IV in Information Technology, specialising in Games Design
- Diploma of Information Technology, specialising in Games Design

### Possible Future Career Opportunities:

This qualification provides the skills and knowledge for an individual to be competent in a wide range of general information and communications technology (ICT) technical functions and to achieve a degree of self-sufficiency as an ICT games design and creation practitioners. Persons working at this level will support information technology activities in the games design and creation industry.

## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBCRT301	Develop and extend critical and creative thinking skills	40	C
BSBXCS303	Securely manage personally identifiable information and workplace information	40	C
BSBXTW301	Work in a team	40	C
ICTPRG302	Apply introductory programming techniques	40	C
ICTGAM304	Develop three-dimensional (3D) models for digital games	50	E
<b>Total nominal hours</b>		<b>210</b>	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Core/Elective
ICTICT313	Identify IP, ethics and privacy policies in ICT environment	TBA	50	C
ICTSAS305	Provide IT advice to clients	TBA	40	E
ICTSAS312	Provide basic system administration	TBA	20	E
ICTSAS309	Maintain and repair ICT equipment and software	TBA	20	E
ICTSAS310	Install, configure and secure a small office or home office network	TBA	50	E
<b>Total nominal hours</b>			<b>180</b>	



## Course Details:

## ICT30120 Certificate III in Information Technology (Games) (Partial completion)

**Course Aims**

The Certificate III in Information Technology has a game art and animation focus. This is a two-year partial completion program that develops skills for the games industry.

Students will gain basic skills in digital imaging and visual design, 3D modelling and texture mapping, 3D and 2D animation. They will also learn the fundamental skills of using the Unity game engine to make and incorporate assets into a 3D environment and create an interactive game.

**Course Delivery****Location and Times**

**Year 1:** Swinburne University of Technology, 369 Stud Road, Wantirna. Wednesday 9:00am-12:30pm **OR** 1:30pm – 5:00pm

**Year 2:** Swinburne University of Technology, 369 Stud Road, Wantirna. Wednesday 1:30pm – 5:30pm

**Mode of Delivery:** Classroom/Online

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** Be eligible for a Statement of Attainment listing the units achieved in **ICT30120 Certificate III in Information Technology**.

## Additional Requirements/ Information:

**Name of RTO & Provider of Qualification:**

Swinburne University of Technology  
(TOID 3059)

**RTO Student Information:**

Please refer to <http://www.swinburne.edu.au/policies-regulations/> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

**Clothing and Equipment:**

- USB or external hard drive
- Pen
- Exercise book (A4)

**Excursions:** NA

**Work Placement:** Not required.

**Other:** Current for 2024

## Future Pathways and Opportunities:

**Complementary studies:**

- Information Technology
- Art and Design

**Pathways:**

- Certificate IV in Information Technology
- Diploma of Information Technology
- Advanced Diploma of Graphic Design

**Possible Future Career Opportunities:**

Support IT activities across a wide range of areas such as:

- Web Technologies
- Digital media technologies
- Software Applications
- Games development

## Units of Competency:

### Year 1: Competencies covered in the first year

Unit Code	Unit Name	Nominal Hours	Core/Elective
CUAANM302	Create 3D digital animations	75	E
ICTICT221	Identify and use specific industry standard technologies	40	E
ICTPRG302	Apply introductory programming techniques	40	C
ICTGAM304	Develop three-dimensional (3D) models for digital games	50	E
Total nominal hours		205	

### Year 2: Competencies covered in the second year

Unit Code	Unit Name	Nominal Hours	Core/Elective
CUADIG304	Create visual design components	30	E
ICTICT215	Operate digital media technology package	40	E
ICTICT312	Use advanced features of applications	40	E
ICTGAM305	Apply simple textures and shading to three-dimensional (3D) models for digital games	50	E
ICTPRG435	Write scripts for software applications	40	E
Total nominal hours		200	





## Course Details:

## 22519VIC Certificate IV in Integrated Technologies (CISCO) (Partial Completion)

The Cisco CCNA networking program is a highly respected worldwide industry qualification that aims to give students skills and knowledge in information technology, networking, wireless technologies, security and connectivity technologies including mobile devices and general issues to do with how to connect, maintain and expand computer networks.

**Course Delivery****Location and Times**

**Year 1:** Ringwood Training, 3 Hill Street, Ringwood East. Wednesday 12:00pm - 3:00pm

**Year 2:** Ringwood Training, 3 Hill Street, Ringwood East. Wednesday 3:00pm - 6:00pm

**Mode of Delivery:** Classroom/workshop based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **22519VIC Certificate IV in Integrated Technologies. (Partial Completion)**

## Additional Requirements/ Information:

**Name of RTO & Provider of Qualification:**

Ringwood SC (Ringwood Training)

RTO: 22475

**RTO Student Information:**

Please refer to <http://www.rt.vic.edu.au/student-handbook> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** No formal prerequisites are necessary; however, students need to have a passion and interest in Information Technology, networking, wireless technologies, security and connectivity technologies including mobile devices and general issues to do with how to connect, maintain and expand computer networks. Program A is generally taken before Program B unless the student has equivalent knowledge or skill in the Program A content. Some additional training days during term holidays may be offered.

**Excursions:** NA

**Work Placement:** Not required but is strongly recommended.

**Other:** RT Polo shirt required. (This is not covered by the Materials Fee. It is at student expense.)

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	Information Communication Technology	
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>• Certificate IV in Information Technology</li> <li>• Diploma of Information Technology</li> </ul>	
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• Database Administrator</li> <li>• Information Technology</li> <li>• Network Manager</li> <li>• Software Designer</li> </ul>	<ul style="list-style-type: none"> <li>• Software Testing</li> <li>• Systems Administrator</li> <li>• Systems Administration Support</li> </ul>

## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
VU22963	Build and implement a basic network	100	C
VU22964	Configure a small to medium network for an organisation	90	C
<b>Total nominal hours</b>		<b>190</b>	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
VU22965	Secure and monitor the performance of a small to medium network	100	C
VU22966	Investigate design concepts of an accessible and secure network	90	C
<b>Total nominal hours</b>		<b>190</b>	



## Course Details:

## MSL30118 Certificate III in Laboratory Skills

## Course Aims

The Certificate III in Laboratory Skills is designed to provide students with the skills and knowledge to work as a member of a laboratory team. Students will learn to follow set procedures, including laboratory OH&S requirements, and how to assist in collecting and preparing samples. They will also gain skills in using basic laboratory equipment and in carrying out, measuring and recording results of test procedures and experiments in research, chemical, biological or life sciences.

## Course Delivery

## Location and Times

**Year 1:** Swinburne University of Technology, 12 – 50 Norton Road, **Croydon**. Wednesday 12:30pm – 5:30pm

**Year 2:** Swinburne University of Technology, 369 Stud Road, **Wantirna**. Wednesday 12:30pm – 5:30pm

**Mode of Delivery:** Classroom/Laboratory

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** Be eligible for the award of **MSL30118 Certificate III in Laboratory Skills**.

## Additional Requirements/ Information:

## Name of RTO &amp; Provider of Qualification:

Swinburne University of Technology  
(TOID 3059)

## RTO Student Information:

Please refer to <http://www.swinburne.edu.au/policies-regulations/> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

## Clothing and Equipment:

- Closed toe shoes
- Pen
- Exercise book
- Long hair must be tied back during practical classes

**Excursions:** Some excursions may be organised for collection of samples for lab analysis.

**Work Placement:** Not required.

**Other:** Current for 2024

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Biology</li> <li>Chemistry</li> </ul>	<ul style="list-style-type: none"> <li>Environmental Science</li> <li>Physics</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate IV in Laboratory Techniques</li> <li>Diploma of Laboratory Technology</li> </ul>	<ul style="list-style-type: none"> <li>Advanced Diploma of Laboratory Operations</li> <li>Bachelor of Science (major in Chemistry, Biochemistry or Biotechnology)</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Laboratory Attendant</li> <li>Chemical Process Operator</li> </ul>	<ul style="list-style-type: none"> <li>Scientific Glassblower</li> <li>Technical Assistant</li> </ul>

## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
MSMENV272	Participate in environmentally sustainable work practices	30	C
MSL913003	Communicate with other people	40	C
MSL913004	Plan and conduct laboratory/field work	40	C
MSL922001	Record and present data	40	C
MSL933005	Maintain the laboratory/field workplace fit for purpose	30	E
MSL943004	Participate in laboratory or field workplace safety	40	C
MSL953003	Receive and prepare samples for testing	30	E
MSL973013	Perform basic tests	60	E
<b>Total nominal hours</b>		<b>310</b>	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
MSL933006	Contribute to the achievement of quality objectives	30	C
MSL973016	Perform aseptic techniques	40	E
MSL973014	Prepare working solutions	50	E
MSL973019	Perform microscopic examination	40	E
MSL973015	Prepare culture media	30	E
<b>Total nominal hours</b>		<b>190</b>	



## Course Details:

## AHC21621 Certificate II in Landscaping

Year 2

TEACHOUT ONLY

**Course Aims**

The Certificate II in Landscaping equips students with the skills to work in the landscaping industry. The essential units will develop skills in areas such as workplace health and safety, basic landscaping techniques, machinery operation and the use of powered and non-powered hand tools.

**Course Delivery****Location and Times**Year 1: **Not available**

Year 2: Swinburne University of Technology, 369 Stud Road, Wantirna. Wednesday 8:30am-3:30pm

**Mode of Delivery:** Classroom/Simulated Nursery**Duration:** 2024 – Teach out only for current enrolled students; Year 2

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** Be eligible for the award of AHC21621 Certificate II in Landscaping.

## Additional Requirements/ Information:

**Name of RTO & Provider of Qualification:**

Swinburne University of Technology  
(TOID 3059)

**RTO Student Information:**

Please refer to <http://www.swinburne.edu.au/policies-regulations/> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

**Clothing and Equipment:**

- Work boots
- Drink bottle
- Exercise book
- Hat
- Long sleeve top (NO singlets)
- Pencil case with pens, pencils and erasers

**Excursions:** NA**Work Placement:** Not required but recommended.**Other:**

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>• Biology</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental Science</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>• Certificate III in Landscape Construction</li> <li>• Certificate III in Parks and Gardens</li> <li>• Certificate III in Conversation and Land Management</li> </ul>	<ul style="list-style-type: none"> <li>• Diploma of Landscape Design</li> <li>• Diploma of Conversation and Land Management</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• Landscape Designer</li> <li>• Landscape Gardener</li> <li>• Parks and Gardens Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Conservation Worker</li> <li>• Groundskeeper</li> <li>• Sports Turf Manager</li> </ul>

## Units of Competency:

Units to be delivered in 2024 to currently enrolled students – Year 2.

### Year 2: 2023 Teachout Only

Unit Code	Unit Name	Nominal Hours	Core/Elective
AHCLSC201	Assist with landscape construction work	30	C
AHCLSC202	Construct low-profile timber or modular retaining walls	50	C
AHCLSC204	Lay paving	30	C
AHCPGD201	Plant trees and shrubs	20	C
AHCPGD202	Prepare and maintain plant displays	35	E
AHCWHS201	Participate in work health and safety processes	20	C
RIISAM203E	Use hand and power tools	80	E
Total nominal hours		265	





## Course Details:

### CUA30920 Certificate III in Music (Performance)

#### Course Aims

The VCE VET Music program aims to:

- Provide participants with the knowledge and skills that will enhance their employment prospects in the music or music-related industries
- Enable participants to gain a recognised credential and to make a more informed choice of vocation or career paths.

#### Course Delivery

##### Location and Times

**Year 1:** Scoresby Secondary College, Cavell Street, Scoresby. Wednesday 1:30pm-5:00pm

**Year 2:** Scoresby Secondary College, Cavell Street, Scoresby. Wednesday 1:30pm-5:00pm

**Mode of Delivery:** Classroom/Face to face-based delivery

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **CUA30920 - Certificate III in Music (Performance)**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Australian College of the Arts Pty Ltd/Collarts

RTO: 0109

#### RTO Student Information:

Please refer to the Mullum Cluster Website

[www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Some training and assessment will take place outside normal delivery times e.g., evening performances.

**Excursions:** Students may be required to attend a planned Excursion.

**Work Placement:** Not required but is recommended.

**Other:** Please note this course is subject to change.

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>• Music Composition</li> </ul>	<ul style="list-style-type: none"> <li>• Music Performance</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>• Certificate IV in Music Industry (Sound Production)</li> </ul>	
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• Artist/Venue Manager</li> <li>• Instrumental Music Teacher</li> <li>• Live sound engineer</li> </ul>	<ul style="list-style-type: none"> <li>• Musician</li> <li>• Performer</li> <li>• Recording engineer</li> </ul>

## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CUAIND313	Work effectively in the Music Industry	35	C
CUACMP311	Implement copyright arrangements	20	C
CUAIND314	Plan a career in the creative arts industry	30	C
CUAMPF212	Incorporate music technology into performance	35	C
CUAMPF314	Make a music demo	50	C
CUAMPF213	Perform simple repertoire in ensembles	35	C
<b>Total nominal hours</b>		<b>205</b>	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Core/Elective
CUAMPF311	Develop technical skills for musical performance	Work Performance 01	20	C
CUAMPF312	Prepare for musical performances	Portfolio 08	35	C
CUAMPF315	Develop and perform musical improvisation	Portfolio 07	35	C
CUAMPF412	Develop & maintain stagecraft skills	Portfolio 07	70	C
<b>GROUP OR SOLO – Select ONE</b>				
<b>CUAMPF414</b>	Perform music as part of a group (Students enrol in this unit if being assessed as part of a group.)	Work Performance 01	70	E
<b>CUAMPF416</b>	Perform music as a soloist (Students enrol in this unit if being assessed as a soloist.)	Work Performance 01	70	E
<b>Total nominal hours</b>			<b>300</b>	



## Course Details:

### CUA30920 Certificate III in Music (Performance)

#### Course Aims

The VCE VET Music program aims to:

- Provide participants with the knowledge and skills that will enhance their employment prospects in the music or music-related industries.
- Enable participants to gain a recognized credential and to make a more informed choice of vocation or career paths.

#### Course Delivery

##### Location and Times

**Year 1:** Sherbrooke Community School, 311 Mount Dandenong Tourist Road, Sassafras. Wednesday 9:00am-1:50pm (including 40-minute lunch break)

**Year 2:** Sherbrooke Community School, 311 Mount Dandenong Tourist Road, Sassafras. Wednesday 9:00am-1:50pm (including 40-minute lunch break)

**Mode of Delivery** Classroom based.

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **CUA30920 - Certificate III in Music (Performance)**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Australian College of the Arts

RTO: 0109

#### RTO Student Information:

Please refer to Collarts VET Student Handbook

<http://vet.collarts.edu.au> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Some training and assessment will take place outside normal delivery times e.g., evening performances.

**Excursions:** Students may be required to attend a planned Excursion.

**Work Placement:** Not required but is recommended.

**Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>• Music Composition</li> </ul>	<ul style="list-style-type: none"> <li>• Music Performance</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>• Certificate IV in Music Industry (Performance)</li> </ul>	
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• Artist/Venue Manager</li> <li>• Instrumental Music Teacher</li> <li>• Live sound engineer</li> </ul>	<ul style="list-style-type: none"> <li>• Musician</li> <li>• Performer</li> <li>• Recording engineer</li> </ul>

## Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CUACMP311	Implement copyright arrangements	20	C
CUAIND313	Work effectively in the music industry	35	C
CUAIND314	Plan a career in the creative arts industry	35	C
CUAMPF212	Incorporate music technology into performances	35	E
CUAMPF213	Perform simple repertoire in ensembles	50	E
CUAMPF 314	Make a music demo	40	E
Total nominal hours		215	

Year 2: Competencies covered in the second year:

Unit Code	Unit Name	Assessment plan	Nominal Hours	Core/Elective
CUAMPF311	Develop technical skills for musical performances	Work Performance 01	20	C
CUAMPF312	Prepare for musical performances	Portfolio 08	35	C
CUAMPF315	Develop and perform musical improvisation	Portfolio 07	35	C
CUAMPF412	Develop and apply stagecraft skills	Portfolio 07	70	C
GROUP OR SOLO – Select ONE				
CUAMPF414	Perform music as part of a group	Work Performance 01	70	E
CUAMPF416	Perform music as a soloist	NA	70	E
Total nominal hours			230	



## Course Details:

### CUA30920 Certificate III in Music (Sound Production)

#### Course Aims

This program aims to provide participants with the knowledge and skill development for the achievement of competence to enhance employment prospects within the music industry, whilst providing a recognised credential; for making a more informed choice of vocational and career paths in the music industry.

#### Course Delivery

##### Location and Times

**Year 1:** Emmaus College, 305 Springvale Rd, Vernon South; Wednesday 1:30pm-5.30pm

**Year 2: 2025** Emmaus College, 305 Springvale Rd, Vernon South; Wednesday 1:30pm-5.30pm

**Mode of Delivery:** Classroom based.

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **CUA30920 Certificate III in Music Units 1-4 (Sound Production)**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

COSAMP

RTO: 41549

#### RTO Student Information:

Please refer to [www.cosamp.com.au](http://www.cosamp.com.au) and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for your rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Students will have to wear a uniform. Additional costs **will** be involved.

**Excursions:** Students may be required to attend a planned Excursion. Additional costs may be involved.

**Work Placement:** Not required but is recommended.

**Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Music Composition</li> <li>Music Performance</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate IV in Music Industry (Sound Production)</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Broadcaster</li> <li>Digital Audio Technician</li> <li>Director</li> <li>Musical Therapist</li> <li>Musician</li> <li>Sound &amp; Lighting Technician</li> <li>Sound Engineer</li> <li>Stage Manager</li> <li>Stage Producer</li> </ul>

## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CUACMP311	Implement copyright arrangements	20	C
CUAIND313	Work effectively in the music industry	35	C
CUAIND314	Plan a career in the creative arts industry	35	C
CUALGT311	Operate basic lighting	30	E
CUASOU213	Assist in sound recordings	35	E
CUASOU212	Perform basic sound editing	30	E
<b>Total nominal hours</b>		<b>185</b>	

**Year 2:** Competencies covered in the second year: \*\*

Please note that Year 2 will run in 2025

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Core/Elective
CUASOU306	Operate sound reinforcement systems	Portfolio 07	40	C
CUASOU308	Install and disassemble audio equipment	Product 05	40	C
CUASOU317	Record and mix a basic music demos	Portfolio 07	40	C
CUASOU321	Mix music in a studio environments	Product 05	60	C
CUASOU412	Manage audio input sources		30	C
<b>Total nominal hours</b>			<b>210</b>	





## Course Details:

### CUA30920 Certificate III in Music (Sound Production)

#### Course Aims

This program aims to provide participants with the knowledge and skill development for the achievement of competence to enhance employment prospects within the music industry, whilst providing a recognised credential; for making a more informed choice of vocational and career paths in the music industry.

#### Course Delivery

##### Location and Times

**Year 1:** Melba College, Brentnall Road, Croydon; Wednesday 1:30pm-5.30pm

**Year 2 (2025):** Melba College, Brentnall Road, Croydon; Wednesday 1:30pm-5.30pm

**Mode of Delivery:** Classroom based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **CUA30920 Certificate III in Music Units 1-4 (Sound Production)**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

COLLARTS – The Australian College Of The ARTS

RTO: 0109

#### RTO Student Information:

<https://www.collarts.edu.au/>

Please refer to and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for your rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Students will have to wear school uniform. Additional costs **will NOT** be involved.

**Excursions:** Students may be required to attend a planned excursion. Additional costs may be involved.

**Work Placement:** Not required but 15 hours is recommended.

**Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Music Composition</li> <li>Music Performance</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate IV in Music Industry (Sound Production)</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Broadcaster</li> <li>Digital Audio Technician</li> <li>Director</li> <li>Musical Therapist</li> <li>Musician</li> <li>Sound &amp; Lighting Technician</li> <li>Sound Engineer</li> <li>Stage Manager</li> <li>Stage Producer</li> </ul>

## Units of Competency:

**Year 1:** Competencies covered in the first year: **(2024)**

Unit Code	Unit Name	Nominal Hours	Core/Elective
CUACMP331	Implement copyright arrangements	20	C
CUAIND313	Work effectively in the music industry	35	C
CUAIND314	Plan a career in the creative arts industry	35	C
CUASOU211	Develop basic audio skills and knowledge	40	E
CUASOU212	Perform basic sound editing	30	E
CUASOU213	Assist with sound recordings	35	E
<b>Total nominal hours</b>		<b>195</b>	

**Year 2:** Competencies covered in the second year: **(2025)**

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Core/Elective
CUASOU306	Operate sound reinforcement systems	<b>Work Performance</b>	40	C
CUASOU308	Install and disassemble audio equipment	<b>Work Performance</b>	40	C
CUASOU317	Record and mix a basic music demo	<b>Product</b>	40	C
CUASOU321	Mix music in a studio environment	<b>Portfolio</b>	60	C
CUASOU412	Manage audio input sources	<b>Portfolio</b>	30	C
<b>Total nominal hours</b>			<b>210</b>	



## Course Details:

### CUA30920 Certificate III in Music (Sound Production)

#### Course Aims

This program aims to provide participants with the knowledge and skill development for the achievement of competence to enhance employment prospects within the music industry, whilst providing a recognised credential; for making a more informed choice of vocational and career paths in the music industry.

#### Course Delivery

##### Location and Times

**Year 1:** Upwey High School, 1451 Burwood Highway, Upwey. Wednesday 1.30pm-5.30pm

**Year 2:** Upwey High School, 1451 Burwood Highway, Upwey. Wednesday 1.30pm-5.30pm

**Mode of Delivery** Classroom based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **CUA30920 - Cert III in Music Units 1-4 (Sound Production)**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

COSAMP

RTO: 41549

#### RTO Student Information:

Please refer to the Mullum VET Cluster website

[www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** School uniform must be worn to the host school. All equipment provided.

**Excursions:** Students may be required to attend a planned Excursion.

**Work Placement:** Not required but is recommended.

**Other:** NA

## Future Pathways and Opportunities:

Complementary studies:	<ul style="list-style-type: none"><li>Music Composition</li></ul>		<ul style="list-style-type: none"><li>Music Performance</li></ul>
Pathways:	<ul style="list-style-type: none"><li>Certificate IV in Music Industry (Sound Production)</li></ul>		
Possible Future Career Opportunities:	<ul style="list-style-type: none"><li>Broadcaster</li><li>Digital Audio Technician</li><li>Director</li></ul>	<ul style="list-style-type: none"><li>Musical Therapist</li><li>Musician Stage Manager</li><li>Sound &amp; Lighting Technician</li></ul>	<ul style="list-style-type: none"><li>Sound Engineer</li><li>Stage Manager</li><li>Stage Producer</li></ul>

## Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CUACMP311	Implement copyright arrangements	20	C
CUAIND313	Work effectively in the music industry	35	C
CUAIND314	Plan a career in the creative arts industry	35	C
CUAMCP211	Incorporate technology into music making	50	E
CUASOU312	Develop and apply knowledge of audio theory	60	E
SITEEVT004	Provide event staging support	31	E
Total Hours		231	

Year 2: Competencies covered in the second year:

Unit Code	Unit Name	Assessment Plans	Nominal Hours	Core/Elective
CUASOU306	Operate sound reinforcement systems	Work Performance 01	40	C
CUASOU317	Record and mix a basic music demo	Product 05	40	C
CUASOU308	Install and disassemble audio equipment	Work Performance 01	40	C
CUASOU321	Mix music in a studio environment	Portfolio 07	60	C
CUASOU412	Manage audio input sources	Product 05	30	C
Total VETis Hours Expectation			475	



## Course Details:

### 22569VIC Certificate II in Plumbing (Pre-Apprenticeship)

#### Course Aims

The course is designed for people wanting to enter the building and construction industry to become apprentice plumbers. It will provide the knowledge and practical skills associated with working in the plumbing industry and equip students to become apprentice plumbers.

#### Course Delivery

##### Location and Times

**Year 1:** St Joseph's College, 5 Brenock Park Drive, Ferntree Gully. Thursday 1:30pm – 5:30pm

**Year 2:** St Joseph's College, 5 Brenock Park Drive, Ferntree Gully. Thursday 8.00am – 12.30pm

**Mode of Delivery** Classroom/Workshop based

**Duration:** 2 years part time

**Please note: availability of this course, will depend on internal applications**

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **22569VIC - Certificate II in Plumbing (Pre-apprenticeship) (at the completion of two years study)**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Parade College

RTO: 40750

#### RTO Student Information:

Please refer to the Student Handbook of St Joseph's College and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on Campus.

**OHS/PPE/Clothing and Equipment:** Steel capped boots and work pants required. Polo and jumper provided.

**Excursions:** NA

**Work Placement:** A work placement is not required but 80 hours of structured workplace learning over the duration of the program, is strongly recommended.

**Other:** Please note this course is subject to change.

## Future Pathways and Opportunities:

#### Complementary studies:

- English
- Business Management
- Further Mathematics

#### Pathways:

- Certificate III in Plumbing
- Certificate IV in Plumbing and Services

#### Possible Future Career Opportunities:

- Apprentice Plumber

## Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
CPCWHS1001	Prepare to work safely in the construction industry	6	C
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20	C
VU23049	Identify career pathways in the plumbing industry	30	C
BSBWRT311	Write simple documents	30	C
CPCPCM2039A	Carry out interactive workplace communication	10	C
CUAACD303	Produce technical drawings	50	C
VU23051	Prepare to work in the plumbing industry	20	C
CPCCCM1015	Carry out measurements and calculations	20	C
VU23056	Use plumbing pipes, fittings and fixtures to simulate plumbing installations	30	C
HLTAID010	Provide basic emergency life support	12	C
VU23054	Use basic plumbing hand tools	50	C
Total nominal hours		278	

Year 2: Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
VU23047	Cut and penetrate building materials and structures	30	C
VU23052	Use and apply basic levelling equipment for plumbing	8	C
VU23048	Fabricate simple plumbing pipe systems	30	C
VU23055	Use basic power tools	20	C
VU23050	Perform basic oxy-acetylene welding and cutting	20	C
VU22053	Use basic electric welding equipment and techniques	20	C
CPCCCM2001	Read and interpret plans and specifications	20	C
VU23046	Apply basic sheet metal practices	50	C
Total nominal hours		214	





## Course Details:

## 22569VIC Certificate II in Plumbing (Pre-Apprenticeship)

## Course Aims

The Certificate II in Plumbing (Pre-apprenticeship) is a hands-on course involving both theory and practical skills. It aims to provide students with an insight into working within a licensed trade area and the associated responsibilities and equip students with the skills and knowledge an employer looks for when hiring an apprentice. Students will gain hands-on experience with plumbing equipment and learn about the practices and expectations of the plumbing industry.

## Course Delivery

## Location and Times

**Year 1:** Swinburne University of Technology, 369 Stud Rd, Wantirna. Wednesday 8:30am-3:00pm **OR** Friday 8:30am – 3:00pm  
Swinburne University of Technology, 12-50 Norton Road, Croydon. Wednesday 8:30am-3:00pm **OR** Wednesday 12:30pm – 5:30pm  
(Plus a one-week block in Term 2 or 3 break) **OR** Friday 8:30am-3:00pm (subject to demand)

**Year 2:** Swinburne University of Technology, 12-50 Norton Road, Croydon. Wednesday 8:00am – 12:00pm **OR** 1:00pm – 5:00pm

**Mode of Delivery:** Classroom/Workshop/Online

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** Be eligible for the award of 22569VIC Certificate II in Plumbing (Pre-apprenticeship).

## Additional Requirements/ Information:

## Name of RTO &amp; Provider of Qualification:

Swinburne University of Technology  
(TOID 3059)

## RTO Student Information:

Please refer to <http://www.swinburne.edu.au/policies-regulations/> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

## Clothing and Equipment:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Work boots (leather upper)</li> <li>• Full length work pants (NO jeans or track pants)</li> <li>• Shirt or t-shirt (NO singlets)</li> </ul> | <ul style="list-style-type: none"> <li>• Pen</li> <li>• 1m folding ruler</li> <li>• Carpenter's pencil</li> </ul> |
|--|---|

**Excursions:** NA

**Work Placement:** Not required.

**Other:** Current in 2024

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>• English</li> <li>• Further Mathematics</li> </ul>	<ul style="list-style-type: none"> <li>• Business Management</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>• Certificate III in Plumbing</li> <li>• Certificate IV in Plumbing and Services</li> </ul>	
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• Apprentice Plumber</li> </ul>	

## Units of Competency:

### Year 1: Competencies covered in first year

Unit Code	Unit Name	Nominal Hours	Core/Elective
CPCCWHS1001	Prepare to work safely in the construction industry	6	C
CPCPCM2039A	Carry out interactive workplace communication	10	C
CPCCCM2001	Read and interpret plans and specifications	36	C
HLTAID002	Provide basic emergency life support	12	C
VU23046	Apply basic sheet metal practices	50	C
VU23047	Cut and penetrate building materials and structures	30	C
VU23050	Perform basic oxy-acetylene welding and cutting	20	C
VU23051	Prepare to work in the plumbing industry	20	C
VU23052	Use and apply basic levelling equipment for plumbing	8	C
VU23054	Use basic plumbing hand tools	50	C
Total nominal hours		242	

### Year 2: Competencies covered in second year

Unit Code	Unit Name	Nominal Hours	Core/Elective
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20	C
CPCCCM1015	Carry out measurements and calculations	20	C
BSBWRT311	Write simple documents	30	C
CUAACD303	Produce technical drawings	50	C
VU23048	Fabricate simple plumbing pipe systems	30	C
VU23049	Identify career pathways in the plumbing industry	30	C
VU23053	Use basic electric welding equipment and techniques	20	C
VU23055	Use basic power tools	20	C
VU23056	Use plumbing pipes, fittings and fixtures to simulate plumbing installations	30	C
Total nominal hours		250	



## Course Details:

### SHB20121 Certificate II in Retail Cosmetics

#### Course Aims

This qualification reflects the role of retail sales personnel involved in a defined range of tasks to sell and demonstrate beauty or cosmetic products. They follow known routines and procedures, and work under direct supervision.

This qualification provides a pathway to work as a retail sales consultant in any business that sells beauty or cosmetic products and services. This can include beauty and hairdressing salons, retail outlets and department stores.

#### Course Delivery

##### Location and Times

**Year 1:** Inspiring Training Academy, 1/1 James Street, Bayswater. Wednesday 12:00pm-4.30pm.

Nazareth College, Manning Drive, Noble Park. Wednesday 12:00pm-4.30pm

**Mode of Delivery:** Blended – combining face to face, online and self-paced study.

**Duration:** 1 year part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **SHB20121 Certificate II in Retail Cosmetics**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Inspiring Training Academy Pty Ltd

TOID No: 22728

#### RTO Student Information:

Please refer to [www.inspiringbeauty.com.au](http://www.inspiringbeauty.com.au) and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Flat toe shoes are to be worn as per industry requirements; PPE equipment will be issued to use on campus as per the training package requirements

#### Excursions: Excursions N/A

Excursions may occur by an industry expert but will be to no further cost to the student

**Work Placement:** Structured Workplace Learning is highly recommended to allow students to master valuable 'real-world' skills and knowledge, enabling the student to incorporate learnt practices into 'real' industry situations as well as giving the student a leading edge on their future employment opportunities.

**Other:** Please note this course is subject to change.

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Biology</li> </ul>	<ul style="list-style-type: none"> <li>Chemistry</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III in Beauty Therapy</li> <li>Certificate IV in Beauty Therapy</li> </ul>	<ul style="list-style-type: none"> <li>Diploma of Beauty Therapy</li> <li>Bachelor of Health Science (Dermal Therapies)</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Retail Assistant</li> <li>Beauty Therapist</li> <li>Makeup Artist</li> </ul>	<ul style="list-style-type: none"> <li>Beauty Therapist (Spa)</li> <li>Dermal Therapist</li> <li>Dermal Clinician</li> </ul>

## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal hours	Core/Elective
SHBXWHS003	Apply safe hygiene, health and work practices	40	C
SHBXIND005	Communicate as part of a salon team	30	C
SHBXIND003	Comply with organisational requirements within a personal services environment	45	C
SHBBRES003	Research and apply beauty industry information	20	E
SHBBCCS005	Advise on beauty products and services	30	C
SHBBCCS004	Demonstrate retail skin care products	25	C
SHBBINF002	Maintain infection control standards	75	E
SHBBMUP009	Design and apply make-up	45	C
SIRXIND003	Organise personal work requirements	20	C
SHBBMUP010	Design and apply make-up for photography	30	E
SHBXCCS007	Conduct salon financial transactions	25	C
SHBBMUP013	Design and apply creative make-up	50	E
SIRRVIN001	Receive and handle retail stock	35	E
SIRRMER001	Produce visual merchandise displays	35	E
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	50	C
<b>Total nominal hours</b>		<b>555</b>	



## Course Details:

### SIR20216 Certificate II in Retail Services

#### Course Aims

This qualification reflects the role of frontline retail team members who use a defined and limited range of operational skills to undertake workplace activities. This qualification provides a pathway to work in a diverse range of retail settings including specialty retailers, supermarkets, department stores and quick service restaurants.

Individuals with this qualification are able to perform roles such as frontline team member, customer service assistant and point-of-sale operator.

#### Course Delivery

##### Location and Times

**Year 1:** Cire Services, Level 1, 7 – 9 John Street, Lilydale Wednesday 9:00am – 12:30pm

**Year 2 (2025):** Cire Services, Level 1, 7 – 9 John Street, Lilydale. Wednesday 1:00pm - 4:30pm

**Mode of Delivery** Classroom/workshop simulation

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **CHC32015 Certificate III in Community Services.**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Cire Services

TOID: 4150

#### RTO Student Information:

Please refer to [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

#### OHS / Personal Protective Equipment: N/A

**Excursions:** NA

**Work Placement:** Students are required to undertake a total of 80 hours of structured workplace learning over the two years of the program, that being 40 hours each year. The host school organises the students SWL placements with support from Cire Training if needed. **Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Business</li> <li>Community Pharmacy</li> </ul>
<b>Pathways:</b>	<b>Certificate III/ IV in the following streams:</b> <ul style="list-style-type: none"> <li>Retail</li> <li>Business</li> <li>Community Pharmacy</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Pathway to work in diverse range of retail settings including speciality retailers, supermarkets, department stores and quick service restaurants</li> </ul>

## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
SIRXIND001	Work effectively in a service environment	45	C
SIRXIND003	Organise personal work requirements	20	C
SIRXCEG001	Engage the customer	30	C
SIRXWHS002	Contribute to workplace health and safety	20	C
SIRXSLS001	Sell to the retail customer	20	E
SIRXCOM002	Work effectively in a team	30	E
SIRXCOM001	Communicate in the workplace to support team and customer outcomes	40	C
<b>Total nominal hours</b>		<b>205</b>	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
SIRXPDK001	Advise on products and services	30	C
SIRXRSK001	Identify and respond to security risks	30	C
SIRRINV001	Receive and handle retail stock	35	E
SIRRMER001	Produce visual merchandise displays	35	E
SIRXIND002	Organise and maintain the store environment	20	E
<b>Total nominal hours</b>		<b>150</b>	





## Course Details:

### SHB20216 Certificate II in Salon Assistant

#### Course Aims

This qualification reflects the role of a salon assistant within the hairdressing industry. You will gain the skills of how to maintain an efficient work environment whilst incorporating the highest of hygiene standards. You will learn how to interact with clients in a professional manner being able to assist your work team in preparing clients, shampooing and basic basin services. You will be able to perform Head neck and shoulder massage, braiding and blow waving techniques

#### Course Delivery

##### Location and Times

**Year 1:** Inspiring Training Academy, 1/1 James Street, Bayswater. Wednesday 8:00am – 12:30pm; 12:00pm-4.30pm.

Inspiring Training Academy, 34-40 John Street, Lilydale. Wednesday 12:00pm-4.30pm.

Nazareth College, Manning Drive, Noble Park. Wednesday 12:00pm-4.30pm.

**Mode of Delivery:** Blended – combining face to face, online and self-paced study.

**Duration:** 1 year part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **SHB20216 - Certificate II in Salon Assistant.**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Inspiring Training Academy Pty Ltd

TOID No: 22728

#### RTO Student Information:

Please refer to [www.inspiringbeauty.com.au](http://www.inspiringbeauty.com.au) and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment** Students must wear enclosed footwear as per the industry OHS requirements.

Inspiring Training Academy will provide all students with the required PPE for all training as per the Training package

**Excursions:** No external excursions will occur. Incursions from Industry experts may be included but at no additional cost to the students

**Work Placement:** As per the training package requirement, many units of competency require students to complete treatments on paying clients, whilst this can be accommodated within a simulated salon environment, it is also encouraged that students seek **80 hours** of work placement in a workplace representing the course they are enrolled in. Structured workplace learning (SWL) gives student the opportunity to get on-the-job training, allowing students to strengthen the skills and knowledge of their qualification.

For further information please visit the Victorian Curriculum and Assessment Authority website [here](#)

**Other:** Please note this course is subject to change.

### Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Chemistry</li> </ul>	<ul style="list-style-type: none"> <li>Art</li> </ul>	<ul style="list-style-type: none"> <li>Business Studies</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III in Hairdressing</li> </ul>	<ul style="list-style-type: none"> <li>Certificate IV in Hairdressing</li> </ul>	<ul style="list-style-type: none"> <li>Diploma of Salon Management</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Salon Assistant</li> <li>Retail Sales</li> </ul>		<ul style="list-style-type: none"> <li>Salon Manager</li> <li>Hairdresser</li> </ul>

### Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal hours	Core/Elective
BSBWHS211	Contribute to health and safety of self and others	20	C
SHBXIND005	Communicate as part of a salon team	30	C
SHBXIND003	Comply with organisational requirements within a personal services environment	45	C
SHBXCCS009	Greet and prepare clients for salon services	10	C
SHBHBAS001	Provide shampoo and basin services	40	C
SHBHIND001	Maintain and organise tools, equipment and work areas	20	C
SHBHDES001	Dry hair to shape	40	C
SIRXSL001	Sell to the retail customer	20	E
SHBXCCS007	Conduct salon financial transactions	25	C
SHBHBAS002	Provide head, neck and shoulder massages for relaxation	20	E
SHBHDES002	Braid hair	30	E
SIRRMER001	Produce visual merchandise displays	35	E
<b>Total nominal hours</b>		<b>335</b>	



## Course Details:

### SHB20216 Certificate II in Salon Assistant

#### Course Aims

The overall aim of this program is to provide young people with the opportunity to gain comprehensive entry-level training in the Hairdressing Industry. The program covers broad based and core skills and knowledge to assist with client services in the hair and beauty industry and provides a pathway into a hairdressing apprenticeship.

#### Course Delivery

##### Location and Times

**Year 1:** Headmasters Academy, Level 2, 185 Spring Street, Melbourne. Wednesday 8:45am-4:15pm

**Mode of Delivery** Classroom based

**Duration:** 1 year part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **SHB20216 - Certificate II in Salon Assistant.**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Headmasters Academy Pty Ltd T/A  
The Masters Institute of Creative Education  
RTO: 4639

#### RTO Student Information:

Please refer to [www.tmice.edu.au](http://www.tmice.edu.au) and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Cost includes tuition, kit and uniform

**Excursions:** NA

**Work Placement:** Not required but is recommended.

**Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>• Art</li> <li>• Psychology</li> </ul>	<ul style="list-style-type: none"> <li>• Business Management</li> <li>• Studio Arts</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>• Certificate III in Hairdressing</li> <li>• Certificate IV in Hairdressing</li> <li>• Diploma of Salon Management</li> </ul>	
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• Salon Assistant</li> <li>• Salon Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Retail Sales</li> <li>• Hairdresser</li> </ul>

## Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBWHS201	Contribute to health and safety of self and others	20	C
SHBHBAS001	Provide shampoo and basin services	40	C
SHBXIND002	Communicate as part of a salon team	30	C
SHBHDES001	Dry hair to shape	40	C
SHBHIND001	Maintain and organise tools, equipment and work areas	20	C
SHBHDES002	Braid hair	30	E
SHBXIND001	Comply with organisational requirements within a personal services environment	45	C
SHBXCCS001	Conduct salon financial transactions	25	C
SHBXCCS002	Provide head, neck and shoulder massages for relaxation	20	E
SHBXCCS003	Greet and prepare clients for salon services	10	C
SHBXCCS004	Recommend products and services	20	C
SHBHCL001	Apply hair colour products	30	E
Total nominal hours		330	



## Course Details:

## CUA31020 Certificate III in Screen and Media

## Course Aims

Certificate III in Screen and Media provides students with a pathway to a variety of creative industries. Units 1 and 2 offer units in photography, videography, and audio production. Units 3 and 4 offer a scored assessment and incorporates units such as 2D digital animations, writing content for a range of media, authoring interactive sequences and creating visual design components.

## Course Delivery

## Location and Times:

**Year 1:** Boronia K-12 College, 37-39 Albert Avenue, Boronia. Wednesday 1:00pm - 5:00pm

**Year 2:** Boronia K-12 College, 37-39 Albert Avenue, Boronia. Wednesday 1:00pm - 5:00pm

**Mode of Delivery:** Classroom based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

## Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **CUA31020 - Certificate III in Screen and Media**

## Additional Requirements/ Information:

## Name of RTO &amp; Provider of Qualification:

AIET

RTO: 121314

## RTO Student Information:

Please refer to <https://www.boroniak-12.vic.edu.au/our-college/key-policies/> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** All equipment is provided. Students may bring their own camera and laptop if they want to.

**Excursions:** NA

**Work Placement:** NA

**Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>• Animation</li> </ul>		<ul style="list-style-type: none"> <li>• Gaming and Visual effects</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>• Certificate IV in Screen and Media – Interactive Media Specialisation</li> <li>• Certificate IV in Photography</li> </ul>		<ul style="list-style-type: none"> <li>• Diploma in Digital Media</li> <li>• Diploma in Photography</li> <li>• Bachelor's Degree in Photography</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• Photographer</li> <li>• Social Media</li> <li>• Marketing</li> <li>• Graphic Design</li> </ul>	<ul style="list-style-type: none"> <li>• Animator</li> <li>• Videographer</li> <li>• Audio Technician</li> <li>• Advertising</li> </ul>	<ul style="list-style-type: none"> <li>• Manager</li> <li>• Audio/Video</li> <li>• Asset creator</li> </ul>

## Units of Competency:

### Year 1: Competencies covered in the first year in 2023

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBCRT311	Apply critical thinking skills in a team environment	40	C
CUAWHS312	Apply work health and safety practices	30	C
CUAIND311	Work effectively in the creative industry	50	C
CUADIG303	Produce and prepare photo images	20	E
CUADIG311	Prepare video assets	30	E
CUAPOS311	Edit video and audio content for social media	30	E
Total nominal hours		320	

### Year 2: Competencies covered in the second year in 2024

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Core/Elective
CUAANM301	Create 2D digital animations	TBA	35	C
CUADES302	Explore and apply the creative design process to 2D forms	TBA	60	C
CUADIG304	Create visual design components	TBA	30	C
CUADIG312	Author interactive sequences	TBA	40	C
CUAWRT301	Write content for a range of media	TBA	40	C
Total Nominal hours			205	





# sport and recreation

## Course Details:

### SIS30115 Certificate III in Sport and Recreation

<b>Course Aims</b> The VCE VET Sport and Recreation program aims to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the sport and recreation or related industries. It also aims to enable participants to gain a recognised credential and to make a more informed choice of vocation or career path.
<b>Course Delivery</b> <b>Location and Times</b> <b>Year 1:</b> NA in 2024 <b>Year 2:</b> Aquinas College, Great Ryrie Street, Ringwood; Wednesday 1:30pm-5.30pm <b>Mode of Delivery:</b> Classroom and Gymnasium based <b>Duration:</b> 2 years part time

## On successful completion of this program the student will achieve:

<b>Credit towards VCE, VCE VM, VPC and Intermediate VCAL</b>  All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource: <a href="#">VCE-VET-program-chart.pdf</a>  Further information can be found on the VTAC website: <a href="http://www.vtac.edu.au">www.vtac.edu.au</a> and/or <a href="http://www.vcaa.vic.edu.au">www.vcaa.vic.edu.au</a>  <b>Qualification:</b> A nationally recognised qualification: <b>SIS30115 Certificate III in Sport and Recreation Units 1-4 (after 2<sup>nd</sup> year is completed).</b>
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Additional Requirements/ Information:	
<b>Name of RTO &amp; Provider of Qualification:</b> Saville RTO: 45452 <b>RTO Student Information:</b> Please refer to <a href="http://www.mullumvetcluster.com.au">www.mullumvetcluster.com.au</a> for your rights and responsibilities whilst on campus.	<b>OHS / Personal Protective Equipment:</b> Students will have to wear a uniform. Additional costs <b>will</b> be involved. <b>Excursions:</b> Students may be required to attend a planned Excursion. Additional costs may be involved. <b>Work Placement:</b> Not required but is recommended. <b>Other:</b> NA

Future Pathways and Opportunities:		
<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Physical Education</li> </ul>	
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate IV in Sport and Recreation</li> <li>Diploma in Sport and Recreation</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor of Exercise Science</li> <li>Bachelor of Sports Coaching and Development</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Exercise Science</li> <li>Human Movement</li> <li>Nutrition</li> </ul>	<ul style="list-style-type: none"> <li>Physical Education Teaching</li> <li>Physiotherapy</li> <li>Sports Medicine</li> </ul>

## Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Compulsory / Elective
NA in 2024 but will be available in 2025.			

Year 2: Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Compulsory / Elective
UOCs to be confirmed			



## Course Details:

### SIS30115 Certificate III in Sport and Recreation (Personal Fitness Industry focus)

#### Course Aims

The VCE VET Sport and Recreation program aims to provide participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the Sport, Recreation, Fitness and Personal Training related industries. It also aims to enable participants to gain a recognised credential and to make a more informed choice of vocation or career path.

#### Course Delivery

##### Location and Times

**Year 1:** Scoresby Secondary College, Cavell Street, Scoresby. Wednesday 1:30pm-5:00pm

**Year 2:** Scoresby Secondary College, Cavell Street, Scoresby. Wednesday 1:30pm-5:00pm

**Mode of Delivery:** Classroom/Face to face delivery

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **SIS30115 - Certificate III in Sport and Recreation (Personal Fitness Industry focus)**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Savile

RTO: 45452

#### RTO Student Information:

Please refer to the Mullum Cluster Website

[www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** Students need to bring their college's PE uniform to participate in practical sessions. Excursions to Recreation Facilities are covered in course fees.

**Excursions:** Students may be required to attend a planned Excursion.

**Work Placement:** Not required but is recommended.

**Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Physical Education</li> </ul>	
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate IV in Sport and Recreation</li> <li>Diploma in Sport and Recreation</li> <li>Diploma in Sport/ Leadership and Management</li> </ul>	
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Exercise Science</li> <li>Human Movement</li> <li>Nutrition</li> </ul>	<ul style="list-style-type: none"> <li>Physical Education Teaching</li> <li>Physiotherapy</li> <li>Sports Medicine</li> </ul>

## Units of Competency:

**Year 1:** Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
HLTWHS001	Participate in workplace health and safety	20	C
BSBWOR301	Organize personal work priorities and development	30	C
HLTAID003	Provide first aid	18	E
ICTWEB201	Use social media tools for collaboration and engagement	20	C
SISXCCS001	Provide quality service	25	C
SISXEM001	Respond to emergency situations	18	C
SISXCA1003	Conduct non-instructional sport, fitness, or recreation sessions	30	C
SISXCAI001	Provide equipment for activities	10	C
BSBWOR204	Use business technology	20	E
SISXFAC001	Maintain equipment for activities	10	E
Total nominal hours		201	

**Year 2:** Competencies covered in the second year:

Unit Code	Unit Name	Assessment Plan	Nominal Hours	Core/Elective
SISSSCO001	Conduct sport coaching sessions with foundation level participants	TBA	50	C
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	TBA	50	C
SISXCA1006	Facilitate Groups	TBA	25	C
SISXCA1004	Plan and Conduct Programs	TBA	35	C
SISXRES002	Educate User Groups	TBA	25	C
Total nominal hours			195	



## Course Details:

## BSB20120 Certificate II in Workplace Skills

## Course Aims

Certificate II in Workplace Skills is an entry-level qualification that provides students with the knowledge and skills to enhance their employment prospects in a business environment. It provides an understanding of business fundamentals ready for a Career in the Business World. Students will develop a broad range of knowledge and skills ready for employment in a variety of roles including, Administration and Customer Service. The program provides a pathway for continued study into higher education – Business Studies.

## Course Delivery

## Location and Times

**Year 1:** Fairhills High School, Scoresby Road, Knoxfield. Wednesday 1:00pm – 4:30pm

**Mode of Delivery** Classroom based.

**Duration:** 1 year part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **BSB20120 - Certificate II Workplace Skills**

## Additional Requirements/ Information:

## Name of RTO &amp; Provider of Qualification:

iVET

RTO: 40548

## RTO Student Information:

Please refer to [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

## OHS / Personal Protective Equipment: NA

**Excursions:** Students will be required to complete and return Excursion permission slips in line with education department policy.

**Work Placement:** 40 hours of work placement over 1 year is a recommendation for this program.

**Other:** Please note that students have the opportunity to complete the second year of Workplace Skills (Business) at Swinburne, Wantirna campus. This will give them 3 / 4 units towards VCE and a study score.

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Accounting</li> </ul>	<ul style="list-style-type: none"> <li>Business Management</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III in Business</li> </ul>	
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Administration</li> <li>Customer Service receptionist</li> <li>Management</li> <li>Marketing</li> <li>Public Relations Officer</li> </ul>	<ul style="list-style-type: none"> <li>Accountant</li> <li>Receptionist</li> <li>Clerical Assistant</li> <li>Small Business Owner</li> <li>Sub Contractor</li> </ul>

## Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBPEF101	Plan and prepare for work readiness	20	E
BSBPEF202	Plan and apply time management	20	C
BSBWHS211	Contribute to health and safety of self and others	20	C
BSBCMM211	Apply communication skills	40	C
BSBOPS201	Work effectively in business environments	30	C
BSBTEC 201	Use business software applications	60	E
BSBTEC203	Research using the internet	30	E
BSBTEC202	Use digital technologies to communicate in a work environment	20	E
BSBCRT201	Develop and apply thinking and problem solving skills	30	E
BSBSUS211	Participate in sustainable work practices	20	C
Total nominal hours		290	





## Course Details:

### BSB20120 Certificate II in Workplace Skills (completed over 2 years)

#### Course Aims

Certificate II in Workplace Skills is an entry-level qualification that provides students with the knowledge and skills to enhance their employment prospects in a business environment. It provides an understanding of business fundamentals ready for a Career in the Business World. Students will develop a broad range of knowledge and skills ready for employment in a variety of roles including, Administration and Customer Service. The program provides a pathway for continued study into high education – Business Studies.

#### Course Delivery

##### Location and Times

**Year 1:** Sherbrooke Community School, 311 Mount Dandenong Tourist Road, Sassafras. Wednesday 9:00am -12:30pm

**Year 2:** Sherbrooke Community School, 311 Mount Dandenong Tourist Road, Sassafras. Wednesday 9:00am -12:30pm

**Mode of Delivery:** Classroom based.

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

**Credit towards VCE, VCE VM, VPC and Intermediate VCAL**

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** A nationally recognised qualification: **BSB20120 - Certificate II Workplace Skills**

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

iVET  
RTO: 40548

#### RTO Student Information:

Please refer to [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities whilst on campus.

#### OHS / Personal Protective Equipment: NA

**Excursions:** Students will be required to complete and return Excursion permission slips in line with education department policy.

**Work Placement:** 40 hours of work placement over 2 year is a recommendation for this program.

**Other:** NA

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Accounting</li> </ul>	<ul style="list-style-type: none"> <li>Business Management</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III in Business</li> </ul>	
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Administration</li> <li>Customer Service receptionist</li> <li>Management</li> <li>Marketing</li> <li>Public Relations Officer</li> </ul>	<ul style="list-style-type: none"> <li>Accountant</li> <li>Receptionist</li> <li>Clerical Assistant</li> <li>Small Business Owner</li> <li>Sub-Contractor</li> </ul>

## Units of Competency:

Year 1: Competencies covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBPEF101	Plan and prepare for work readiness	20	E
BSBPEF202	Plan and apply time management	20	C
BSBWHS211	Contribute to health and safety of self and others	20	C
BSBCMM211	Apply communication skills	40	C
BSBOPS201	Work effectively in business environments	30	C
BSBSUS211	Participate in sustainable work practices	20	C
Total nominal hours		150	

Year 2: Competencies covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core/Elective
BSBTEC 201	Use business software applications	60	E
BSBTEC203	Research using the internet	30	E
BSBTEC202	Use digital technologies to communicate in a work environment	20	E
BSBCRT201	Develop and apply thinking and problem solving skills	30	E
Total nominal hours		140	



## Course Details:

### BSB20120 Certificate II in Workplace Skills (with selected units from Certificate III in Business)

#### Course Aims

The Certificate II in Workplace Skills is an entry-level program that aims to develop a broad range of knowledge and skills to prepare students for employment in a variety of roles including business management and accounting.

#### Course Delivery

##### Location and Times

**Year 1:** Swinburne University of Technology, 369 Stud Road, Wantirna. Wednesday 1:00pm – 4:30pm

**Year 2:** Swinburne University of Technology, 369 Stud Road, Wantirna. Wednesday 1:00pm – 4:30pm

**Mode of Delivery:** Classroom/Online

**Duration:** 2 years part time

## On successful completion of this program the student will achieve:

#### Credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCCA Get VET resource:

[VCE-VET-program-chart.pdf](#)

Further information can be found on the VTAC website: [www.vtac.edu.au](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** Be eligible for the award of **BSB20120 Certificate II in Workplace Skills** and a Statement of Attainment listing units completed from the **Certificate III in Business**.

## Additional Requirements/ Information:

#### Name of RTO & Provider of Qualification:

Swinburne University of Technology  
(TOID 3059)

#### RTO Student Information:

Please refer to <http://www.swinburne.edu.au/policies-regulations/> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for student rights and responsibilities while on campus.

#### Clothing and Equipment:

- USB (Recommended)
- Pen
- Exercise Book
- Neat professional attire when attending excursion or events

**Excursions:** TBA

**Work Placement:** Not required but recommended.

**Other:** Current in 2023

## Future Pathways and Opportunities:

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>• Accounting</li> </ul>	<ul style="list-style-type: none"> <li>• Business Management</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>• Certificate IV in Business</li> <li>• Diploma of Business</li> <li>• Credit towards Bachelor of Business</li> </ul>	
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• Administration</li> <li>• Customer Service</li> <li>• Marketing Officer</li> <li>• Public Relations Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Accounts Clerk</li> <li>• Receptionist</li> <li>• Clerical Assistant</li> <li>• Small Business Owner</li> </ul>

## Units of Competency:

### Year 1: Competencies covered in first year

Unit Code	Unit Name	Nominal Hours	Compulsory / Elective
BSBOPS201	Work effectively in business environment	30	C
BSBPEF202	Plan and apply time management	20	C
BSBPEF302	Develop self-awareness	30	E
BSBTEC201	Use business software applications	30	E
FSKWGTG009	Write routine workplace texts	15	E
BSBCMM211	Apply communication skills	40	C
BSBTEC202	Use digital technologies to communicate in a work environment	20	E
BSBOPS203	Deliver a service to customers	40	E
BSBSUS211	Participate in sustainable work practices	20	C
BSBWHS211	Contribute to the health and safety of self and others	20	C
Total nominal hours		255	

### Year 2: Competencies covered in second year

Unit Code	Unit Name	Nominal Hours	Compulsory / Elective
BSBINS302	Organise workplace information	30	C
BSBPEF301	Organise personal work priorities	30	C
BSBTEC301	Design and produce business documents	80	C
BSBOPS304	Deliver and monitor a service to customers	35	C
BSBXCM301	Engage in workplace communication	40	C
Total nominal hours		215	
2 units from Year 2 provide credit towards a full completion of BSB20120			





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# 2024

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