early childhood

CHC30121 Certificate III in Early Childhood Education and Care (Partial Completion)
Cire Services

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, 7-9 John Street, Lilydale. Wednesday 9:00am - 12:30pm
Year 2: Cire Services, Level 1, 7-9 John Street, Lilydale. Wednesday 1L00pm - 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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

Further information can be found on the VTAC website: www.vtac.edu.au and/or 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 for student rights and responsibilities while on campus.	**OHS / Personal Protective Equipment:** Students are provided a Cire Training polo shirt for placement. (This is included in materials fee.) **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. **Other:** NA

Future Pathways and Opportunities

Complementary studies:	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 CHC30121 Certificate III in Early Childhood Education and Care.	• Food Technology • Health & Human Development • Psychology
Pathways:	This qualification provides a pathway to work, and/or further study in the community services sector. Potential further study pathways include: • Diploma of Early Childhood Education and Care (CHC50121) • Bachelor of Education	
Possible Future Career Opportunities:	**A range of employment opportunities including:** • Early Childhood Education Assistant • Outside School Hours Care Assistant • Play Group Supervisor	• Kindergarten Assistant • Family Day Care Educator • Nanny • Childcare Educator/Assistant

UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or 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
CHCPRP003	Reflect on and improve own professional practice	120	E
	Total nominal hours	**405**	

Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core or 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**	

serVice

early childhood

CHC30121 Certificate III in Early Childhood Education and Care <mark>(Full Completion)</mark>
Cire Services

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. **Please note – this course is delivered as a Full qualification.** 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, 7-9 John Street, Lilydale. Wednesday 9:00am - 3:30pm **OR** Friday 9:00am - 3:30pm
Year 2 (2026): Cire Services, Level 1, 7-9 John Street, Lilydale. Wednesday 9:00am - 3:30pm **OR** Friday 9:00am - 3:30pm
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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

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

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

Additional Requirements/ Information

Name of RTO & Provider of Qualification: Cire Services TOID: 4150 **RTO Student Information:** Please refer to www.mullumvetcluster.com.au for student rights and responsibilities while on campus.	**OHS / Personal Protective Equipment:** Students are provided a Cire Training polo shirt for placement (this is included in materials fees). **Excursions:** NA **Work Placement:** Cire Training requires all our VETDSS students to undertake a minimum of 160 compulsory hours of SWL spread across the two years of the program, this being 80 hours annually. If you undertake 160 hours of structured workplace learning and the workplace learning record in one year you can provide one general credit for VCE/VCE VM. **Students must have placement 1 day per week. Other:** NA

Future Pathways and Opportunities

Complementary studies:	The course is a FULL completion, once you have completed your two-year VETDSS program.	• Food Technology • Health & Human Development • Psychology
Pathways:	This qualification provides a pathway to work, and/or further study in the community services sector. Potential further study pathways include: • Diploma of Early Childhood Education and Care (CHC50121) • Bachelor of Education	
Possible Future Career Opportunities:	**A range of employment opportunities including:** • Preschool Educator • Kindergarten Educator	• Long Day Care Assistant • Out of Hours School Care Educator

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UOC Units of Competency

Units covered over the TWO years:			
Unit Code	**Unit Name**	**Nominal Hours**	**Core or Elective**
CHCECE030	Support inclusion and diversity	??	C
CHCECE031	Support children's health, safety and wellbeing	160	C
CHCECE032	Nurture babies and toddlers	??	C
CHCECE033	Develop positive and respectful relationships with children	100	C
CHCECE034	Use an approved learning framework to guide practice	80	C
CHCECE035	Support the holistic learning and development of children	??	C
CHCECE036	Provide experiences to support children's play and learning	??	C
CHCECE037	Support children to connect with the natural environment	50	C
CHCECE038	Observe children to inform practice	??	C
CHCECE054	Encourage understanding of Aboriginal and/or Torres Strait Islander	??	C
CHCECE055	Meet legal and ethical obligations in children's education and care	60	C
CHCECE056	Work effectively in children's education and care	65	C
CHCPRT001	Identify and respond to children and young people at risk	??	C
HLTWHS001	Participate in workplace health and safety	20	C
CHCDIV001	Work with diverse people	40	E
CHCPRP003	Reflect on and improve own professional practice	120	E
	Total nominal hours	**TBA**	

service

electrotechnology (career start)

UEE22020 Certificate II in Electrotechnology (Career Start)

Swinburne University of Technology

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 assist in gaining an apprenticeship to commence the Certificate III in Electrotechnology Electrician.

Course Delivery - Location and Times
Please note: Year 1 commences the week of Wednesday 29 January 2025
Year 2 commences the week of Wednesday 5 February 2025
Year 1: Swinburne University of Technology, 369 Stud Road, **Wantirna**. Wednesday 12:30pm-5:30pm **OR** Friday 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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

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

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

Additional Requirements/ Information

	Clothing and Equipment:	
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 for student rights and responsibilities while on campus.	• Steel cap work boots • Full length pants • Exercise book • Scientific calculator	• BYO Device (Laptop) • Shirt or t-shirt (NO singlet • 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* *Course not offered by Swinburne University of Technology	
Possible Future Career Opportunities:	• Electrician • Electrical Engineering	

UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or 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	6	C
UEECD0046	Solve problems in single path circuits	40	C
UEECD0038	Provide solutions and report on routine electrotechnology problems	60	C
UEECD0020	Fix and secure electrotechnology equipment	20	E
UEECD0052	Use routine equipment/plant/technologies in an energy sector environment	60	C
	Total nominal hours	**206**	

Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core or 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
• **Prerequisite Requirement**			
	Total nominal hours	**220**	

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electrotechnology

22499VIC Certificate II in Electrotechnology Studies (Pre-vocational)
St Joseph's College - Ferntree Gully

St Josephs College

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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

Further information can be found on the VTAC website: www.vtac.edu.au and/or 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 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

Complementary studies:	• Mathematical Methods • Physics	
Pathways:	• Certificate III in Electrotechnology (Electrical Apprenticeship) • Certificate IV in Electrotechnology	
Possible Future Career Opportunities:	• Electrical Engineering • Air Conditioning and Refrigeration systems • Solar Systems installer	• Electrician • Telecommunication technician

UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or 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**	

Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core or 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**	

trade

engineering

22632VIC Certificate II in Engineering Studies
Ringwood Training

Course Aims
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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

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

Qualification: A nationally recognised qualification: **22632VIC - 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 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 – **S**cience, **T**echnology, **E**ngineering, and **M**athematics	
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

UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
VU23475	Safely use hand tools and hand held power tools for general engineering applications	40	C
VU23476	Report on the sectors and employment in the manufacturing engineering and related	20	C
VU23477	Interpret and prepare basic two and three dimensional engineering drawings	30	C
VU23478	Perform basic machining processes	40	C
VU23479	Apply basic fabrication techniques	40	C
VU23481	Apply occupational health and safety principles in an engineering environment	20	C
	Total nominal hours	**190**	

Units covered in the second year:

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or Elective
MEMPE006	Undertake a basic engineering project	TBA	80	C
VU23480	Perform intermediate engineering computations	TBA	40	C
VU23485	Perform basic welding and thermal cutting processes	TBA	60	E
		Total nominal hours	**180**	

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engineering

22632VIC Certificate II in Engineering Studies
Swinburne University of Technology

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.

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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

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

Qualification: Be eligible for the award of **22632VIC Certificate II in Engineering.**

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 for student rights and responsibilities while on campus.	**Clothing and Equipment:** - Steel cap work boots - Full length cotton drill overalls or shirt and pants - Exercise book - Pencil case with pen pencils and erasers 2nd year students need a personal laptop **Excursions:** NA **Work Placement:** A work placement is not required. **Other: Current for 2024**

Future Pathways and Opportunities

Complementary studies:	• Mathematical Methods	• Physics
Pathways:	• Certificate III in Engineering – Mechanical, Fabrication, Technical, Production Systems or Electrical	• Certificate IV in Engineering • Diploma/Advanced Diploma of Engineering* • Bachelor of Engineering *Course not offered by Swinburne University of Technology
Possible Future Career Opportunities:	• Mechanical Engineering tradesperson (fitter & turner) • Steel fabrication/welding tradesperson	• Certified Welder • Process manufacturing engineer • Production engineer • Mechanical Engineer • Civil Engineer

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UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
VU23481	Apply occupational health and safety principles in an engineering environment	20	C
VU22475	Safely use hand tools and hand-held power tools for general engineering applications	40	C
VU23477	Interpret and prepare basic two and three dimensional engineering drawings	30	C
VU23478	Perform basic machining processes	40	C
VU23479	Apply basic fabrication techniques	40	C
VU23746	Report on Sectors and Employment in the Manufacturing, Engineering and Related Industries	20	C
Total nominal hours		**190**	

Units covered in the second year:

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or Elective
MEMPE006A	Undertake a basic engineering project	Product 05	80	C
VU23486	Perform intermediate engineering computations	Work Performance 01	40	C
VU23480	Configure and program a basic robotic system	Work Performance 02	60	E
Total nominal hours			**180**	

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equine studies

TBA: There is a new training package in 2024 so this course will be updated for 2025 Year 1 students.

22513VIC Certificate III in Equine Studies (Year 2 students only)

Box Hill Institute

Course Aims
This course is designed as an introduction to the equine industry. In Year 1 you will learn the skills and knowledge to work safely with horses including basic horse husbandry and care, understanding equine behaviour, daily work routines and equine anatomy. You will complete the Racing Victoria mandatory training units for stable employees and have the opportunity to work with a range of horses in different workplace environments. In Year 2 you will learn how to identify and monitor the signs of common illness/injury in horses; horse physiology; to identify conformation in horses; develop the ability to use appropriate conformation terminology to describe the relationship between conformation, movement and function; understand how to implement feeding programs, monitor feed, supplements and the individual feeding habits of horses.

Course Delivery - Location and Times
Year 1: Box Hill Institute, Elgar Campus – 465 Elgar Road, Box Hill. Wednesday 1:30pm-5:00pm
Box Hill Institute, Lilydale Lakeside Campus – 1 Jarlo Drive, Lilydale, Wednesday 1:30pm – 5:00pm
Year 2: Box Hill Institute, Elgar Campus – 465 Elgar Road, Box Hill. Wednesday 1:30pm-5:00pm
Box Hill Institute, Lilydale Lakeside Campus – 1 Jarlo Drive, Lilydale, Wednesday 1:30pm – 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 VCAA Get VET resource: VCE-VET-program-chart.pdf

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

Qualification: A recognised qualification: **22513VIC - Certificate III in Equine Studies (for continuing Year 2 students)**

Additional Requirements/ Information

Name of RTO & Provider of Qualification: Box Hill Institute RTO: 4687 **RTO Student Information:** Please refer to http://www.boxhill.edu.au/about-us/policies-and-procedures/ and www.mullumcluster.com for student rights and responsibilities whilst on campus. **Other: Mandatory full day practical training days of 4 days in Year 1 and 3 days in Year 2.** Dates provided at commencement. This course requires significant academic rigour along with moderate comprehension and writing skill levels.	**OHS / Personal Protective Equipment:** Students will be required to provide their own helmets and boots for practical days and wear suitable clothing for an equine related workplace. Current Tetanus Vaccination and Ambulance subscription is required (proof required at enrolment). **Work Placement:** The VCAA recommends that students undertake a minimum of 80 hours of SWL for the VCE VET Equine Studies program. SWL should be spread across the duration of the training program and arranged by the student's school. However, it is not mandated to complete the course. **Homework:** Students are expected to complete some work tasks out of class time.

Future Pathways and Opportunities

Complementary studies:	• Biology
Pathways:	• After successful completion, you may wish to further your studies in the equine industry.
Possible Future Career Opportunities:	• After successful completion, you may wish to apply for employment opportunities s an animal attendant, stables or stud horse breeder, biosecurity or border control, veterinary nurse, or riding coach. Other possible industries are horse racing and retail.

UOC Units of Competency

Units covered in the first year:(These UOCs for Year 1 will change for the new transition course in 2025)

Unit Code	Unit Name	Nominal Hours	Core or Elective
ACMEQU202	Handle horses safely	100	C
ACMEQU205	Apply knowledge of horse behaviour	60	C
VU22681	Work effectively in an equine organisation	50	C
VU22685	Identify equine anatomy	30	C
ACMEQU201	Work safely in industries with horses	40	E
VU22688	Assist in the preparation of a horse for an event	40	E
	Total nominal hours	**320**	

Units covered in the second year:

Unit Code	Unit Name	Assessment Tasks	Nominal Hours	Core or Elective
VU22682	Implement horse health and welfare practices	**Portfolio 07**	50	C
VU22683	Implement and monitor horse feeding programs	**Portfolio 08**	50	C
VU22684	Relate equine form to function	**Work Project 03**	50	C
VU22686	Identify and describe equine physiology	**Portfolio 07**	50	C
		Total nominal hours	**200**	

serVice

hospitality

SIT20322 Certificate II in Hospitality
Aquinas College

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 VCAA Get VET resource: VCE-VET-program-chart.pdf

Further information can be found on the VTAC website: www.vtac.edu.au and/or 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 and 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

UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
BSBTWK201	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**	

Units covered in the second year:

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or Elective
SITHFAB022	Clean and tidy bar areas	Work Performance 01	15	C
SITHFAB024	Prepare and serve non-alcoholic beverages	Work Performance 01	20	C
SITHFAB027	Serve food and beverage	Work Performance 02	80	C
SITHFAB036	Provide advice on food	Portfolio 07	40	C
SITXFIN007	Process financial transactions	Work Performance 02	25	C
		Total nominal hours	**180**	

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hospitality

SIT20322 Certificate II in Hospitality
Mater Christi College

MaterChristi

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 VCAA Get VET resource: VCE-VET-program-chart.pdf Further information can be found on the VTAC website: www.vtac.edu.au and/or 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: Ripponlea Institute RTO: 21230 **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 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

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

UOC Units of Competency

Units covered in first year: (Minimum numbers required)

Unit Code	Unit Name	Nominal Hours	Core or Elective
SITXFSA005	Use hygienic practices for food safety	15	E
SITXWHS005	Participate in safe work practices	12	C
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
	Total nominal hours	**162**	

Units covered in the second year: (Minimum numbers required)

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or 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
		Total nominal hours	**195**	

service

hospitality

SIT20322 Certificate II in Hospitality
William Angliss Institute

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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

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

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

Additional Requirements/ Information

Name of RTO & Provider of Qualification:	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:	
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 for student rights and responsibilities whilst on campus. **Excursions:** NA **Work Placement:** Not required.	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

Complementary studies:	• Hospitality		• Hotel Accommodation	
Pathways:	• Certificate III in Hospitality • Certificate IV in Hospitality		• Diploma of Hospitality Management • Diploma of Hospitality Management (AIHS)	
Possible Future Career Opportunities:	• Server • Bar Attendant	• Room Service attendant (hotel) • Coffee Barista	• Housekeeping attendant (hotel) • Bar/Bottle Shop attendant	

UOC Units of Competency

Units 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 or Elective
BSBTWK201	Work effectively with others	40	C
SITHIND006	Source and use information on the hospitality industry	25	C
SITHIND007	Use hospitality skills effectively	0	C
SITXCCS011	Interact with customers	20	C
SITXWHS005	Participate in safe working practices	12	C
SITXCOM007	Show social and cultural sensitivity	20	C
SITXFSA005	Use hygiene practices for food safety	15	C
SITHFAB021	Provide responsible service of alcohol	10	E
SITHACS010	Provide housekeeping services to guests	10	E
SITHACS013	Provide porter services	10	E
SITHFAB025	Prepare and serve espresso coffee	30	E
	Total nominal hours	**192**	

Units 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.

*Pre-requisite: SITXFSA101 Use Hygiene practices for food safety   +Pre-requisite: SITHFAB021 Provide Responsible Service of Alcohol

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or 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
		Total nominal hours	**180**	

serVice

information technology | networking

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

Course Aims
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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

Further information can be found on the VTAC website: www.vtac.edu.au and/or 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 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 Networking or Support	• Diploma of Information Technology • Diploma of Information Technology Networking
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 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.	

UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
ICTICT213	Use computer operating systems and hardware	60	E
BSBXCS303	Securely manage personally identifiable information and workplace information	40	C
BSBXCS402	Promote workplace cyber security awareness and best practices	40	E
ICTNWK311	Install and test network protocols	40	E
	Total nominal hours	**180**	

Units covered in the second year:

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or 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
		Total nominal hours	**180**	

technology

information technology | Virtual reality and game design

**ICT30120 Certificate III in Information Technology
(Virtual Reality and Game Design) (Partial Completion)**
Ringwood Training

Course Aims
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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

Further information can be found on the VTAC website: www.vtac.edu.au and/or 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 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, specialling is 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.	

UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
BSBCRT301	Develop and extend critical and creative thinking skills	40	C
CUAANM302	Create 3D Digital Animations	75	E
ICTGAM304	Develop three-dimensional (3D) models for digital games	**50**	E
ICTGAM305	Apply simple textures and shading to three-dimensional (3D) models for digital games	50	E
	Total nominal hours	**215**	

Units covered in the second year:

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or Elective
ICTICT313	Identify IP, ethics and privacy policies in ICT environment	TBA	50	C
ICTSAS305	Provide IT advice to clients	TBA	40	C
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
		Total nominal hours	**180**	

technology

information technology | cyber

ICT30120 Certificate III in Information Technology (Cyber) (Partial completion)

Swinburne University of Technology – Hawthorn Campus

Course Aims
The Certificate III in Information Technology (Cyber Security) has been designed for students with a strong interest in pursuing a career in cyber security and networking. The course will provide the skills and knowledge needed for a broad range of tasks related to information technologies industries who focus on cyber security. Please note, this is a full two-year course and mid-years intakes cannot be offered.

Course Delivery - Location and Times
Year 1: Swinburne University of Technology, John Street, **Hawthorn**. Wednesday 9:30am-3:30pm
Year 2: (2026)
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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

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

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

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 for student rights and responsibilities while on campus.	**Clothing and Equipment:** • USB or external hard drive **Excursions:** NA **Work Placement:** Not required. **Other: Current for 2025**

Future Pathways and Opportunities

Complementary studies:	• Networking • Cyber security	• Cloud technologies
Pathways:	• Certificate IV in Information Technology – Cyber Security • Diploma of Information Technology – Advanced Networking and Cyber Security	
Possible Future Career Opportunities:	Support IT activities across a wide range of areas such as: • Help desk assistant	• General IT support services

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UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or 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
ICTCLD301	Evaluate characteristics of cloud computing solutions and services	40	E
	Total nominal hours	240	

Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
ICTICT313	Identify IP, ethics and privacy policies in ICT environments	50	C
ICTSAS305	Provide ICT advice to clients	40	C
ICTSAS309	Maintain and repair ICT equipment and software	20	C
ICTSAS310	Install, configure and secure a small office or home office network	50	C
ICTSAS312	Provide basic system administration	20	C
ICTNWK309	Configure and administer network operating systems	70	E
	Total nominal hours	250	

technology

information technology | games

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

Swinburne University of Technology

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 and 3D animation. They will also learn the fundamental skills of using the Unreal 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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

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

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

Additional Requirements/ Information

Name of RTO & Provider of Qualification:	Clothing and Equipment:
Swinburne University of Technology *(TOID 3059)* **RTO Student Information:** Please refer to http://www.swinburne.edu.au/policies-regulations/ and www.mullumvetcluster.com.au for student rights and responsibilities while on campus.	- 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 – Games Development • Diploma of Information Technology – Games Design and Programming	
Possible Future Career Opportunities:	Support IT activities across a wide range of areas such as: • Web Technologies • Software Applications	• Digital media technologies • Games development

UOC Units of Competency

Units covered in the first year:			
Unit Code	**Unit Name**	**Nominal Hours**	**Core or 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**	

Units covered in the second year:			
Unit Code	**Unit Name**	**Nominal Hours**	**Core or 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**	

technology

cisco (integrated technologies)

Year 1: To Be Confirmed as New Qualification expected in 2025
Year 2: 22519VIC Certificate IV in Integrated Technologies (CISCO) (Partial Completion)
(For continuing students)

Ringwood Training

Course Aims
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: To Be Confirmed as New Qualification expected in 2025
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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

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

Qualification: A nationally recognised qualification: **22519VIC Certificate IV in Integrated Technologies. (Partial Completion) (For current 2025 Year 2 students)**

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 for student rights and responsibilities whilst on campus. **Excursions:** NA **Work Placement:** Not required but is strongly recommended.	**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. **Other:** RT Polo shirt required. (This is not covered by the Materials Fee. It is at student expense.)

Future Pathways and Opportunities

Complementary studies:	Information Communication Technology	
Pathways:	• Certificate IV in Information Technology • Diploma of Information Technology	
Possible Future Career Opportunities:	• Database Administrator • Information Technology • Network Manager • Software Designer	• Software Testing • Systems Administrator • Systems Administration Support

Units covered in the first year: These will be confirmed when the new qualification is registered.			
Unit Code	**Unit Name**	**Nominal Hours**	**Core or Elective**
	Total nominal hours		

Units covered in the second year: **22519VIC Certificate IV in Integrated Technologies (CISCO)**			
Unit Code	**Unit Name**	**Nominal Hours**	**Core or 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
	Total nominal hours	**190**	

technology

laboratory skills

MSL30122 Certificate III in Laboratory Skills
Swinburne University of Technology

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, 369 Stud Road, **Wantirna**. Wednesday 12:30pm – 5:30pm **OR**
Swinburne University of Technology, John Street, **Hawthorn (days and times to be confirmed)**
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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

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

Qualification: Be eligible for the award of **MSL30122 Certificate III in Laboratory Skills.**

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 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 2025**

Future Pathways and Opportunities

Complementary studies:	• Biology • Chemistry	• Environmental Science • Physics
Pathways:	• Certificate IV in Laboratory Techniques • Diploma of Laboratory Technology • Advanced Diploma of Laboratory Operations	• Bachelor of Science * (major in Chemistry. Biochemistry or Biotechnology) *Course not offered by Swinburne University of Technology
Possible Future Career Opportunities:	• Laboratory Attendant • Chemical Process Operator	• Scientific Glassblower • Technical Assistant

UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
BSBCMM211	Apply communication skills	40	C
MSL904003	Perform standard calibrations	50	E
MSL913004	Plan and conduct laboratory/field work	40	E
MSL922002	Record and present data	40	E
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
MSL973025	Perform basic tests	60	E
	Total nominal hours	**330**	

Units covered in the second year:

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or Elective
MSL973015	Prepare culture media	Portfolio 08	30	E
MSL973027	Perform technique that prevents cross contamination		40	E
MSL973028	Perform microscopic examination	Portfolio 07	40	E
MSL933009	Contribute to the achievement of quality objectives	Portfolio 08	30	C
MSL973026	Prepare working solutions	Work Performance 01	50	E
		Total nominal hours	**190**	

technology

music |performance

CUA30920 Certificate III in Music (Performance)
Scoresby Secondary College

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 VCAA Get VET resource: VCE-VET-program-chart.pdf

Further information can be found on the VTAC website: www.vtac.edu.au and/or 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 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

Complementary studies:	• Music Composition	• Music Performance
Pathways:	• Certificate IV in Music Industry (Sound Production)	
Possible Future Career Opportunities:	• Artist/Venue Manager • Instrumental Music Teacher • Live sound engineer	• Musician • Performer • Recording engineer

UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or 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
	Total nominal hours	**205**	

Units covered in the second year:

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or 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
GROUP OR SOLO – Select ONE				
CUAMPF414	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
CUAMPF416	Perform music as a soloist (Students enrol in this unit if being assessed as a soloist.)	Work Performance 01	70	E
		Total nominal hours	**300**	

creative

music |performance

CUA30920 Certificate III in Music (Performance)
Mater Christi College

MaterChristi

| **Course Aims** |
| These qualifications provide students with a broad range of skills and knowledge to pursue a career of further training within the music industry. |

| **Course Delivery - Location and Times** |
| **Year 1:** Mater Christi College, 28 Bayview Road, Belgrave. Wednesday 1:50pm-6:00pm |
| **Year 2: (2026)** Mater Christi College, 28 Bayview Road, Belgrave. Wednesday 1:50pm-6:00pm |
| **Mode of Delivery:** Classroom |
| **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 VCAA Get VET resource: VCE-VET-program-chart.pdf

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

Qualification: A nationally recognised qualification within the Hospitality Industry: **CUA30920 Certificate III in Music (Performance)**

Additional Requirements/ Information

| **Name of RTO & Provider of Qualification:** COSAMP
RTO: 41549
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 for student rights and responsibilities whilst on campus. | **OHS / Personal Protective Equipment:** Students should ideally have their own instrument other than keyboard/piano and drumkit. It is recommended that students have instrumental/vocal tuition but this is not a requirement. Students will need to be confident in performing on their instrument or voice and be prepared to devote their own time to making progress e.g. at home practice, YouTube tutorials, guidance from family/friends etc
Excursions: There may be a planned excursion.
Work Placement: NA
Other: Please note this course is subject to change |

Future Pathways and Opportunities

Complementary studies:	• Training within the Music Industry	
Pathways:	• Certificate IV in Music Industry (Performance)	• Diploma of Music Industry (Performance)
Possible Future Career Opportunities:	• Professional performer (solo) • Professional performer (in a band) • Professional performer (musical theatre band)	• Accompanist • Teacher

UOC Units of Competency

Units covered in the ??? year:

Unit Code	Unit Name	Nominal Hours	Core or 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	30	C
CUAMPF312	Prepare for musical performances	50	C
	Total nominal hours	105	

Units covered in the ??? year:

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or Elective
CUAMPF312	Prepare for musical performances	TBA	35	E
CUAMPF315	Develop and perform musical improvisation	TBA	35	E
CUAMPF412	Develop and apply stagecraft skills	TBA	70	E
GROUP OR SOLO – Select ONE				
CUAMPF414	Perform music as part of a group (Students enrol in this unit if being assessed as part of a group.)	TBA	70	E
CUAMPF416	Perform music as a soloist (Students enrol in this unit if being assessed as a soloist.)	TBA	70	E
	Total nominal hours		280	

creative

music |performance

CUA30920 Certificate III in Music (Performance)
Boronia K-12 College

Course Aims
The Certificate III in Music Industry (Performance) aims to equip students with a broad range of skills and knowledge required to perform effectively within the music industry. This program is designed to develop students' practical abilities in music performance, including instrumental or vocal skills, stagecraft, and music production. It also provides foundational knowledge about the music industry, career planning, and the application of creative skills in various music contexts.

Course Delivery – Location 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 VCAA Get VET resource: VCE-VET-program-chart.pdf

Further information can be found on the VTAC website: www.vtac.edu.au and/or 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: COLLARTS RTO: 121314 **RTO Student Information:** Please refer to https://www.boroniak-12.vic.edu.au/our-college/key-policies/ vet.support@collarts.edu.au and/or www.mullumvetcluster.com.au for student rights and responsibilities whilst on campus. **Work Placement:** Work placement occurs within the course hours as well as externally. Students are expected to attend performances outside of the designated class time to compliment the work done in class and achieve the nominal hours indicated below for each unit. • **CUAMPF301 Develop technical skills in performance:** 70 hours • **CUAMPF302 Prepare for performances:** 35 hours • **CUAMPF303 Contribute to backup accompaniment**: 35 hours • **CUAMPF304 Make a music demo:** 40 hours • **CUAMPF305 Develop improvisation skills:** 70 hours	**OHS / Personal Protective Equipment:** • **Uniform:** Students may be required to wear appropriate attire for performances and practical sessions. Specific requirements vary by institution. • **Equipment:** Students need to have access to their primary musical instrument, whether it's provided by the school or their own. They may also need other musical accessories like amplifiers, cables, and music stands. **Excursions:** There might be excursions to music venues, recording studios, and industry events as part of the course. Participation in these activities can provide valuable industry insights and practical experience. **Other:** NA

Future Pathways and Opportunities

Complementary studies:	• Music Composition	• Music Performance
Pathways:	• Certificate IV in Music Industry (Performance)	
Possible Future Career Opportunities:	**Performance Careers:** Professional Musician (soloist or band member); Session Musician; Background Vocalist **Production and Technical Roles:** Music Producer; Sound Technician; Recording Engineer **Creative and Supportive Roles:** Songwriter/Composer; Music Arranger; Music Tutor or Instructor **Industry Roles:** Music Promoter; Event Manager; Music Marketing and Sales	

	Further Education: Advanced Certificates or Diplomas in Music; Bachelor's Degree in Music; Music Technology, or related fields

UOC **Units of Competency**

Units covered in the first year:

In the first year of the Certificate III in Music Industry (Performance), students will learn the basics of working in the music industry, develop simple musical skills, and start creating their own musical compositions. This year focuses on laying a strong foundation in music performance and industry knowledge.

Unit Code	Unit Name	Nominal Hours	Core or Elective
CUACMP311	Implement copyright arrangements**:**	20	C
CUAIND313	Work effectively in the music industry**:**	30	C
CUAIND314	Plan a career in the creative arts industry	35	C
CUAMPF213	Perform simple repertoire in ensembles	50	E
CUAMCP311	Create simple musical compositions	35	E
CUAMPF314	Make music demos	40	E
	Total nominal hours	**210**	

Units covered in the second year:

In the second year of the Certificate III in Music Industry (Performance), students will focus on refining their performance skills, including stagecraft and technical abilities. This year emphasizes advanced performance techniques and prepares students for solo and group performances.

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or Elective
CUAMPF311	Develop technical skills for musical performances	TBA	20	C
CUAMPF312	Prepare for musical performances	TBA	35	C
CUAMPF315	Develop and perform musical improvisation	TBA	35	C
CUAMPF412	Develop and apply stagecraft skills	TBA	70	C
Select one from the following:				
CUAMPF414	Perform music as part of a group OR see below	TBA	70	E
CUAMPF416	Perform music as a soloist	TBA	70	E
		Total Nominal hours	230	

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music|performance

CUA30920 Certificate III in Music (Performance)

Upwey High School

Course Aims
The VCE VET Music program is drawn from a national training package and offers portable qualifications which are recognised throughout Australia. These qualifications provide students with a broad range of skills and knowledge to pursue a career or further training within the music industry.

Course Delivery - Location and Times
Year 1: Upwey High School, 1451 Burwood Highway, Upwey. Wednesday 1.30pm-5.30pm **Year 2: (2026)** **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 VCAA Get VET resource: VCE-VET-program-chart.pdf Further information can be found on the VTAC website: www.vtac.edu.au and/or www.vcaa.vic.edu.au **Qualification:** A nationally recognised qualification: **CUA30920 - Cert III in Music Units 1-4 (Performance)**

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 for student rights and responsibilities whilst on campus.	**OHS / Personal Protective Equipment:** School uniform must be worn to the host school. Personal equipment should be brought to the class. **Excursions:** NA **Work Placement:** NA. **Other:** NA

Future Pathways and Opportunities

Complementary studies:	• Music Composition	• Music Performance
Pathways:	• Certificate IV in Music Industry (Performance)	
Possible Future Career Opportunities:	Music performance provides students with the opportunity to apply a broad range of knowledge and skills in varied work contexts in the music industry. Depending on the electives chosen, Units 1 and 2 can include making a music demo, composing simple songs or musical pieces and developing ensemble skills. Units 3 and 4 offer scored assessment and include units such as developing improvisation skills, preparing for performance and performing music as part of a group or as a soloist.	

UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
CUACMP311	Implement copyright arrangement	20	C
CUAIND313	Work effectively in the music industry	35	C
CUAIND314	Plan a career in the creative arts industry	35	C
CUAMPF213	Perform simple repertoires in ensembles	50	E
CUAMPF212	Incorporate music technology into performances	35	E
CUAMPF314	Make a music demo	40	E
	Total nominal hours	**215**	

Units covered in the second year: (2026)

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or Elective
CUAMPF311	Develop technical skills for music performances	TBA	20	C
CUAMPF312	Prepare for musical performance	TBA	35	C
CUAMPF315	Develop and perform musical improvisation	TBA	35	C
CUAMPF412	Develop and apply stage craft skills	TBA	70	C
CUAMPF414 **or** CUAMPF416	Perform music as part of a group / Perform music as a soloist	TBA / TBA	70	E
	Total nominal hours		**230**	

creative

music |performance

CUA30920 Certificate III in Music (Performance)
Melba College

Course Aims
To provide students with the opportunity to apply a broad range of knowledge and skills in varied work contexts in the music industry. Depending on the electives chosen, Units 1 and 2 can include making a music demo, composing simple songs or musical pieces and developing ensemble skills. Units 3 and 4 offer scored assessment and include units such as developing improvisation skills, preparing for performance and performing music as part of a group.

Course Delivery - Location and Times
Year 1: Melba College, Brentnall Road, Croydon; Wednesday 2:00pm – 6:00pm
Year 2: (2026) Melba College, Brentnall Road, Croydon; **Thursday** 2:00pm – 6:00pm
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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

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

Qualification: A nationally recognised qualification: **CUA30920 Certificate III in Music Units 1-4 (Performance)**

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 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. Information will be provided by the teacher. **Work Placement:** Not required but 15 hours is recommended. **Other:** NA

Future Pathways and Opportunities

Complementary studies:	• Music Composition	• Music Performance
Pathways:	• Certificate IV in Music Industry (Performance) • Bachelor of Music Industry	
Possible Future Career Opportunities:	• Musician • Song Writer	• Producer • Band Member

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UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
CUACMP311	Implement copyright arrangement	20	C
CUAIND313	Work effectively in the music industry	35	C
CUAIND314	Plan a career in the creative arts industry	35	C
CUAMPF213	Perform simple repertoires in ensembles	50	E
CUAMPF212	Incorporate music technology into performances	35	E
CUAMPF314	Make a music demo	40	E
	Total nominal hours	**215**	

Units covered in the second year: (2026)

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or Elective
CUAMPF311	Develop technical skills for music performances	**TBA**	20	C
CUAMPF312	Prepare for musical performance	**Tba**	35	C
CUAMPF315	Develop and perform musical improvisation	**TBA**	35	C
CUAMPF412	Develop and apply stage craft skills	**TBA**	70	C
CUAMPF414	Perform music as part of a group	**TBA**	70	E
		Total nominal hours	**230**	

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music | sound production

CUA30920 Certificate III in Music (Sound Production) **(Year 2 only in 2025)**
Melba College

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: **(Not offered in 2025)**
Year 2: Melba College, Brentnall Road, Croydon; **Thursday** 3:00pm – 6:00pm
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 VCAA Get VET resource: VCE-VET-program-chart.pdf

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

Qualification: A nationally recognised qualification: **CUA30920 Certificate III in Music Units 1-4 (Sound Production)**

Additional Requirements/ Information

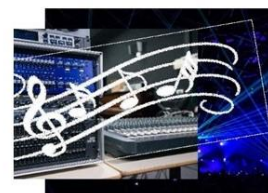|	
Name of RTO & Provider of Qualification: COLLARTS – The Australian College Of The ARTS RTO: 0109 **RTO Student Information:** https://www.collarts.edu.au/ Please refer to and www.mullumvetcluster.com.au for your rights and responsibilities whilst on campus.	**OHS / Personal Protective Equipment:** 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

Complementary studies:	• Music Composition	• Music Performance
Pathways:	• Certificate IV in Music Industry (Sound Production)	
Possible Future Career Opportunities:	• Broadcaster • Digital Audio Technician • Director • Musical Therapist • Musician	• Sound & Lighting Technician • Sound Engineer • Stage Manager • Stage Producer

UOC Units of Competency

Units covered in the first year: (Not offered in 2025)		Nominal Hours	Core or Elective
Unit Code	Unit Name		
	Total nominal hours	0	

Units covered in the second year: (2025)				
Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or Elective
CUASOU306	Operate sound reinforcement systems	**Work Performance**	40	C
CUASOU308	Install and disassemble audio equipment	**Work Performance**	40	C
CUASOU317	Record and mix a basic music demo	**Product**	40	C
CUASOU321	Mix music in a studio environment	**Portfolio**	60	C
CUASOU412	Manage audio input sources	**Portfolio**	30	C
Total nominal hours			**210**	

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music |sound production

CUA30920 Certificate III in Music (Sound Production)
Emmaus College

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, Vermont South; Wednesday 1:30pm-5.30pm
Year 2: 2026 Emmaus College, 305 Springvale Rd, Vermont 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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

Further information can be found on the VTAC website: www.vtac.edu.au and/or 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 and 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

Complementary studies:	• Music Composition	• Music Performance
Pathways:	• Certificate IV in Music Industry (Sound Production)	
Possible Future Career Opportunities:	• Broadcaster • Digital Audio Technician • Director • Musical Therapist • Musician	• Sound & Lighting Technician • Sound Engineer • Stage Manager • Stage Producer

UOC **Units of Competency**

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or 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
CUASOU211	Develop basic audio skills and knowledge	35	E
CUASOU212	Perform basic sound editing	30	E
	Total nominal hours	**185**	

Units covered in the second year:

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or 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
Total nominal hours			**210**	

creative

outdoor recreation

SIS20419 Certificate II in Outdoor Recreation

Box Hill Institute

Course Aims

This course focuses on participation skill acquisition related to activities in Outdoor Recreation and Outdoor Education. It is highly suitable for those who have an active lifestyle and enjoy being in the outdoors and extending themselves through several adventure activities. Canoeing, rock climbing, mountain bike riding are all included activities in this exciting course. Students will learn the fundamental skills to plan and assist in the delivery of outdoor recreation activities and gain knowledge in activity risk management and response to emergencies. The course is aligned with the Certificate IV in Outdoor Leadership (SIS40621) and provides credit to some units into this study pathway. We deliver the course out of the Lilydale Lakeside campus which has great on-site facilities and easy access to local parks and environments for off-site activity facilitation.

Course Delivery - Location and Times

Year 1: Box Hill Institute, **Lilydale Lake** Campus – 1 Jarlo Drive, Lilydale. Wednesday 1:30pm-5:00pm
Mode of Delivery: Face to face delivery.
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 VCAA Get VET resource: VCE-VET-program-chart.pdf

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

Qualification: On successful completion of this program, students will be eligible for: **SIS20419 - Certificate II in Outdoor Recreation.**

Additional Requirements/ Information

Name of RTO & Provider of Qualification: Box Hill Institute RTO: 4687 **RTO Student Information:** Please refer to http://www.boxhill.edu.au/about-us/policies-and-procedures/ and www.mullumcluster.com for student rights and responsibilities whilst on campus.	**Excursions:** Students may attend offsite activities. **OHS / Personal Protective Equipment:** Students should wear comfortable clothing suitable for specific physical activities. **Work Placement:** There is no requirement for structured workplace learning to satisfactorily complete this course. **Other:** This course can only be completed as part of your secondary school studies in Year 10, 11 and 12.

Future Pathways and Opportunities

Complementary studies:	• Physical Education	
Pathways:	• Certificate IV in Outdoor Leadership • Diploma of Sport	• Certificate III in Fitness • Certificate IV in Fitness
Possible Future Career Opportunities:	• On satisfactory completion of this course, you will be ready to assist with activities in the outdoor recreation industry. It could be a pathway into a Certificate IV course to acquire the skills required to lead activities in outdoor recreation and education.	

UOC Units of Competency

Unit Code	Unit Name	Nominal Hours	Core or Elective
Units covered in the first year (1 Year course):			
HLTWHS001	Participate in workplace health and safety	20	C
SISOFLD001	Assist in conducting recreation sessions	30	C
SISOFLD002	Minimise environmental impact	15	C
SISXIND002	Maintain sport, fitness and recreation industry knowledge	30	C
HLTAID011	Provide first aid	18	E
SISOCLM001	Top rope climb single pitches, artificial surfaces	20	E
SISOCNE001	Paddle a craft using fundamental skills	40	E
SISOCYT004	Ride off road bicycles on easy trails	20	E
SISXEMR001	Respond to emergency situations	18	E
SISOFLD006	Navigate in tracked environments	30	E
SISXFAC001	Maintain equipment for activities	5	E
	Total nominal hours	**246**	

service

plumbing

22569VIC Certificate II in Plumbing (Pre-Apprenticeship)
St Joseph's College - Ferntree Gully

St Josephs College

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	**Please note: availability of this course, will depend on internal applications**
Year 1: St Joseph's College, 5 Brenock Park Drive, Ferntree Gully, Wednesday 1:00pm – 5:00pm **OR** St Joseph's College, 5 Brenock Park Drive, Ferntree Gully, Thursday 1:30pm – 5:00pm **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	

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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

Further information can be found on the VTAC website: www.vtac.edu.au and/or 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 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

UOC **Units of Competency**

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or 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**	

Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core or 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**	

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plumbing

22569VIC Certificate II in Plumbing (Pre-Apprenticeship)

Swinburne University of Technology - Wantirna and Croydon

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
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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

Further information can be found on the VTAC website: www.vtac.edu.au and/or 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 & Provider of Qualification:	Clothing and Equipment:	
Swinburne University of Technology *(TOID 3059)* **RTO Student Information:** Please refer to http://www.swinburne.edu.au/policies-regulations/ and www.mullumvetcluster.com.au for student rights and responsibilities while on campus.	• Work boots (leather upper) • Full length work pants (NO jeans or track pants) • Shirt or t-shirt (NO singlets) **Excursions:** NA **Work Placement:** Not required. **Other:** Current in 2025	• Pen • 1m folding ruler • Carpenter's pencil

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Future Pathways and Opportunities

Complementary studies:	• English • Further Mathematics	• Business Management
Pathways:	• Certificate III in Plumbing • Certificate IV in Plumbing and Services	
Possible Future Career Opportunities:	• Apprentice Plumber	

UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core of 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**	

Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core of 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**	

trad e

retail cosmetics

SHB20121 Certificate II in Retail Cosmetics
Inspiring Training Academy

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 know 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, 91A Boronia Road, **Boronia**. 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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

Further information can be found on the VTAC website: www.vtac.edu.au and/or 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 and 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 Incursions 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

Complementary studies:	• Biology	• Chemistry
Pathways:	• Certificate III in Beauty Therapy • Certificate IV in Beauty Therapy	• Diploma of Beauty Therapy • Bachelor of Health Science (Dermal Therapies)
Possible Future Career Opportunities:	• Retail Assistant • Beauty Therapist • Makeup Artist	• Beauty Therapist (Spa) • Dermal Therapist • Dermal Clinician

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or 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
SIRRINV001	Receive and handle retail stock	30	E
SIRRMER001	Produce visual merchandise displays	35	E
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	50	C
	Total nominal hours	**535**	

service

retail services

SIR20216 Certificate II in Retail Services

Cire 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 1:00pm - 4:30pm
Year 2: 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 VCAA Get VET resource: VCE-VET-program-chart.pdf
Further information can be found on the VTAC website: www.vtac.edu.au and/or 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 for student rights and responsibilities while on campus.	**OHS / Personal Protective Equipment:** N/A **Excursions:** Yes **Work Placement:** Not required however, highly encouraged/recommended. **Other:** NA

Future Pathways and Opportunities

Complementary studies:	• Business	• Community Pharmacy
Pathways:	**Certificate III/ IV in the following streams:** • Retail • Business Community Pharmacy	
Possible Future Career Opportunities:	• Pathway to work in diverse range of retail settings including speciality retailers, supermarkets, department stores and quick service restaurants	

UOC **Units of Competency**

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
SIRXMKT001	Support marketing and promotional activities	30	E
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
SIRXCOM001	Communicate in the workplace to support team and customer outcomes	40	C
SIRXCEG002	Assist with customer difficulties	40	E
	Total nominal hours	**225**	

Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core or 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
	Total nominal hours	**150**	

service

salon assistant

SHB20216 Certificate II in Salon Assistant
Inspiring Training Academy

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, 91A Boronia Road, **Boronia**. Wednesday 12:00pm-4.30pm.
Cire Community School, 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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

Further information can be found on the VTAC website: www.vtac.edu.au and/or 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 and 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

Complementary studies:	• Chemistry	• Art	• Business Studies
Pathways:	• Certificate III in Hairdressing	• Certificate IV in Hairdressing	• Diploma of Salon Management
Possible Future Career Opportunities:	• Salon Assistant • Retail Sales	• Salon Manager • Hairdresser	

UOC Units of Competency

Units covered in the first year:			
Unit Code	Unit Name	Nominal Hours	Core or Elective
BSBWHS201	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
SIRXSLS001	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
	Total nominal hours	335	

service

salon assistant

SHB20216 Certificate II in Salon Assistant
The Masters Institute of Creative Education

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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

Further information can be found on the VTAC website: www.vtac.edu.au and/or 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 and 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

Complementary studies:	• Art • Psychology	• Business Management • Studio Arts
Pathways:	• Certificate III in Hairdressing • Certificate IV in Hairdressing • Diploma of Salon Management	
Possible Future Career Opportunities:	• Salon Assistant • Salon Manager	• Retail Sales • Hairdresser

UOC Units of Competency

Units covered in the first year:			
Unit Code	**Unit Name**	**Nominal Hours**	**Core or 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**	

service

screen and media

CUA31020 Certificate III in Screen and Media
Boronia K-12 College

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 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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

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

Qualification: A nationally recognised qualification: **CUA31020 - Certificate III in Screen and Media**

Additional Requirements/ Information

Name of RTO & 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 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

Complementary studies:	• Animation		• Gaming and Visual effects	
Pathways:	• Certificate IV in Screen and Media – Interactive Media Specialisation • Certificate IV in Photography		• Diploma in Digital Media • Diploma in Photography • Bachelor's Degree in Photography	
Possible Future Career Opportunities:	• Photographer • Social Media • Marketing • Graphic Design	• Animator • Videographer • Audio Technician • Advertising	• Manager • Audio/Video • Asset creator	

UOC **Units of Competency**

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or 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**	

Units covered in the second year:

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or 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**	

creat*ive*

small business

22629VIC Certificate II in Small Business
Mater Christi College

Course Aims
Graduates of this course will be able to meet the current and future industry requirements to work effectively within small business contexts across a range of industry sectors.

Course Delivery - Location and Times
(Classes may be combined depending on numbers)
Year 1: Mater Christi College, 28 Bayview Road, Belgrave. Wednesday 1:30pm-5:30pm
Year 2: Mater Christi College, 28 Bayview Road, Belgrave. Wednesday 1:30pm-5:30pm
Mode of Delivery: Classroom
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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

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

Qualification: A nationally recognised qualification within the Hospitality Industry: **22629VIC Certificate II in Small Business**

Additional Requirements/ Information

Name of RTO & Provider of Qualification: Ripponlea Institute Pty Ltd RTO: 21230 **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 for student rights and responsibilities whilst on campus.	**OHS / Personal Protective Equipment:** N/A **Excursions:** NA **Work Placement:** NA **Other: Please note this course is subject to change**

Future Pathways and Opportunities

Complementary studies:	• Vocational Business courses • Administration • Business Management	
Pathways:	• Certificate III in Entrepreneurship and New Business • Certificate III or IV in Business	
Possible Future Career Opportunities:	• Operate own small business • Administration and Office Assistant	• Receptionist • General Accounts Clerk

UOC Units of Competency

Units covered in the ==??== year:

VU23434	Develop fundamental skills for small business environments	50	C
VU23435	Identify small business policies and procedures	40	C
BSBTWK201	Undertake basic market research and promotion for a small business product or service	60	C
VU23439	Follow procedures for routine financial activities of a small business	20	C
BSBWHS211	Contribute to the health and safety of others	20	C
VU23440	Assist with the presentation of public activities or evens	25	E
BSBCRT311	Apply critical thinking skills in a team environment	==??==	E
BSBPEF202	Plan and apply time management	==??==	E
BSBXTW301	Work in a team	==??==	E
BSBXCM301	Engage in workplace communication	==??==	E
ICTWEB306	Develop web presence using social media	30	E
FNSFLT311	Develop and apply knowledge of personal finances	==??==	E
FSKLRG008	Use simple strategies for work-related learning	==??==	E
FSKOCM007	Interact effectively with others at work	==??==	E
	Total nominal hours	==??==	

Units covered in the ==??== year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
VU23433	Contribute to small business operations and innovation	50	C
VU23437	Participate in small business quality processes	40	C
VU23438	Contribute to small business planning	40	C
	Total nominal hours	==??==	

service

sport, aquatics and recreation

SIS30122 Certificate III in Sport, Aquatics and Recreation

Aquinas College

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 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.

Course Delivery - Location and Times
Year 1: Aquinas College, Great Ryrie Street, Ringwood; Wednesday 1:30pm-5.30pm
Year 2: **NA in 2025**
Mode of Delivery: Classroom and Gymnasium 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 VCAA Get VET resource: VCE-VET-program-chart.pdf

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

Qualification: A nationally recognised qualification: **SIS30122 Certificate III in Sport, Aquatics and Recreation Units 1-4 (after 2nd year is completed).**

Additional Requirements/ Information

Name of RTO & Provider of Qualification: Saville RTO: 45452 **RTO Student Information:** Please refer to www.mullumvetcluster.com.au for your rights and responsibilities whilst on campus.	**OHS / Personal Protective Equipment:** Students will have to wear home school/sport uniform. **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

Complementary studies:	• Physical Education	
Pathways:	• Certificate IV in Sport and Recreation • Diploma in Sport and Recreation	• Bachelor of Exercise Science • Bachelor of Sports Coaching and Development
Possible Future Career Opportunities:	• Exercise Science • Human Movement • Nutrition	• Physical Education Teaching • Physiotherapy • Sports Medicine

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Units covered in the first year:			
Unit Code	**Unit Name**	**Nominal Hours**	**Core or Elective**
HLTWHS001	Participate in workplace health and safety		
SISXCCS004	Provide quality service		
SISXEMRO03	Respond to emergency situations		
SISXFACO06	Maintain activity equipment		
SISXINDO11	Maintain sport, fitness, and recreation industry knowledge		
HLTAIDO11	Provide first aid		
HLTAIDO09	Provide cardiopulmonary resuscitation		
SISSPARO09	Participate in conditioning for sport		
BSBPEF301	Organise personal work priorities		
SISSSOFO02	Continuously improve officiating skills and knowledge		
SISXINDOO9	Respond to interpersonal conflict		

Units covered in the second year: NA in 2025 but will be available in 2026.				
Unit Code	**Unit Name**	**Assessment Task**	**Nominal Hours**	**Core or Elective**

sport, aquatics and recreation

SIS30122 Certificate III in Sport, Aquatics and Recreation
Scoresby Secondary College

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, Aquatics and Recreation 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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

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

Qualification: A nationally recognised qualification: **SIS30122 - Certificate III in Sport, Aquatics and Recreation**

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 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

Complementary studies:	• Physical Education	
Pathways:	• Certificate IV in Sport and Recreation • Diploma in Sport and Recreation • Diploma in Sport/ Leadership and Management	
Possible Future Career Opportunities:	• Exercise Science • Human Movement • Nutrition	• Physical Education Teaching • Physiotherapy • Sports Medicine

UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
HLTWHS001	Participate in workplace health and safety	20	C
SISXCCS004	Provide quality service	25	C
SISXEMR003	Respond to emergency situations	20	C
SISXFAC006	Maintain activity equipment	5	E
SISXIND011	Maintain sport, fitness, and recreation industry knowledge	50	C
HLTAID011	Provide first aid	18	C
HLTAID009	Provide cardiopulmonary resuscitation	4	C
SISSPAR009	Participate in conditioning for sport	30	E
BSBPEF301	Organize personal work priorities	30	C
SISSSOF002	Continuously improve officiating skills and knowledge	20	C
SISXIND009	Respond to interpersonal conflict	20	E
	Total nominal hours	**242**	

Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
SISSSCO001	Conduct sport coaching sessions with foundation level participants	50	C
BSBWHS303	Participate in WHS hazard identification, risk assessment and risk control	50	C
SISXCA1006	Facilitate Groups	25	C
SISXCA1004	Deliver recreation programs	60	C
	Total nominal hours	**185**	

serVice

tourism

SIT20122 Certificate II in Tourism
Cire Services

Course Aims
This course prepares students with a defined and limited range of tourism operational skills and basic industry knowledge to perform routine and repetitive tasks and work under direct supervision, providing a pathway to work in many tourism and travel industry sectors. Job roles include museum attendant, office or administration assistant for tour operator or travel agency.
Course Delivery - Location and Times **Year 1:** Cire Services, Level 1, 7-9 John Street, Lilydale. Wednesday 9:00am - 12:30pm **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 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 VCAA Get VET resource: VCE-VET-program-chart.pdf
Further information can be found on the VTAC website: www.vtac.edu.au and/or www.vcaa.vic.edu.au
Qualification: A nationally recognised qualification: **SIT20122 Certificate II in Tourism.**

Additional Requirements/ Information

Name of RTO & Provider of Qualification: Cire Services TOID: 4150 **RTO Student Information:** Please refer to www.mullumvetcluster.com.au for student rights and responsibilities while on campus.	**OHS / Personal Protective Equipment:** N/A **Excursions:** NA **Work Placement:** Not required however, highly encouraged/recommended. **Other:** AQF level 2 (Not 3)

Future Pathways and Opportunities

Complementary studies:	• Business Studies		
Pathways:	This qualification provides a pathway to work, and/or further study in the community services sector. Potential further study pathways include: • Certificate III in Events • Certificate IV in Travel and Tourism • Diploma of Travel and Tourism Management • Diploma of Event Management		
Possible Future Career Opportunities:	A range of employment opportunities including: • Office Assistant for a small tour operator • Documentation clerk for a tour wholesaler	• Reception and Office Assistant in a professional conference organiser • Museum Attendant	• Receptionist and Office Assistant in a retail travel agency • Retail Assistant in a tourist attraction

UOC Units of Competency

Unit Code	Unit Name	Nominal Hours	Core or Elective
Units covered over the two units:			
SITTIND003	Source and use information on the tourism and travel industry	25	C
SITXCCS009	Provide customer information and assistance	20	C
SITXCCS011	Interact with customers	20	C
SITXCOM007	Show social and cultural sensitivity	20	C
SITXWHS005	Participate in safe work practices	12	C
BSBTWK201	Work effectively with others	40	E
SIRXPDK001	Advise on products and services	30	E
SIRXSLS001	Sell to the retail customer	20	E
SITTTVL001	Access and interpret product information	65	E
SITXCCS010	Provide visitor information	35	E
SITXCOM006	Source and present information	10	E
	Total nominal hours	**297**	

service

tourism

SIT30122 Certificate III in Tourism
William Angliss Institute

Course Aims
Prepares students with a range of tourism service, sales and operational skills to perform industry operations and coordinate tourism services, under limited supervision, providing a pathway to work in many tourism industry sectors and a range of employers including tour operators, visitor information centres, attractions, holiday parks and resorts.

Course Delivery - Location and Times
Year 1: William Angliss Institute, 555 La Trobe Street, Melbourne. Wednesday 1:00pm – 6:30pm, **OR**
Friday 9:00am – 2:00pm (Numbers will determine which day/s will run in 2025.)
Year 2: (2026)
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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

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

Qualification: A nationally recognised qualification: **SIT30122 Certificate III in Tourism**

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 for student rights and responsibilities whilst on campus.	**OHS / Personal Protective Equipment:** NA **Excursions:** There is an excursion, and the cost will be $200 **Work Placement:** Not required. **Other:** NA

Future Pathways and Opportunities

Complementary studies:	• Hospitality		• Hotel Accommodation	
Pathways:	Employment pathways in a range of tourism service, sales and operational skills to perform industry operations and coordinate tourism services, under limited supervision, providing a pathway to work in many tourism industry sectors and a range of employers including tour operators, visitor information centres, attractions, holiday parks and Employment pathways in a range of tourism service, sales and operational skills to perform industry operations and coordinate tourism services, under limited supervision, providing a pathway to work in many tourism industry sectors and a range of employers including tour operators, visitor information centres, attractions, holiday parks and			
Possible Future Career Opportunities:	• Tour Operator • Visitor information Centre	• Providing customer service • Holiday parks and resorts	• Attractions • Cultural and heritage sites	

UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
SITTIND003	Source and use information on the tourism and travel industry	25	C
SITTTVL004	Sell tourism products or services	35	C
SITXWHS005	Participate in safe work practices	12	C
SITXCCS014	Provide service to customers	25	C
SITXCOM008	Provide a briefing or scripted commentary	20	C
HLTAID011	Provide First Aid	18	E
SITTTTVL011	Access and interpret product information	65	C
SITXCOM009	Address protocol requirements	25	E
	Total nominal hours	**225**	

Unit Code	Unit Name	Nominal Hours	Core or Elective
SIRXPDK001	Advise on products and services	30	E
SITXCOM007	Show social and cultural sensitivity	20	C
SITTTVL003	Provide advice on Australian destinations	40	C
SITXCCS010	Provide visitor information	35	C
SITTGDE016	Lead tour groups	30	C
SITXCOM006	Source and present information	10	E
SITTTVL005	Prepare customer quotations	30	C
		195	

service

visual arts

CUA31120 Certificate III in Visual Arts
Melba College

Course Aims
To provide students with the opportunity to produce drawings to communicate ideas, apply knowledge of history and theory to own arts practice and produce creative work. Employment opportunities reflect roles such as ceramics studio assistant, community theatre assistant and arts, craft or design practitioner.

Course Delivery - Location and Times
Year 1: Melba College, Brentnall Road, Croydon; Wednesday 2:00pm – 6:00pm
Year 2: (2026) Melba College, Brentnall Road, Croydon; Wednesday 2:00pm – 6:00pm
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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

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

Qualification: A nationally recognised qualification: **CUA31120 Certificate III in Visual Arts**

Additional Requirements/ Information

Name of RTO & Provider of Qualification: COSAMP RTO: 41549 **RTO Student Information:** https://cosamp.edu.au/ Please refer to and 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. Information will be provided by the teacher. **Work Placement:** NA. **Other:** NA

Future Pathways and Opportunities

Complementary studies:	• Art Creative Practice	• Art Making and Exhibiting
Pathways:	• Certificate IV in Visual Arts	
Possible Future Career Opportunities:	• Art or Media Professional • Sculptor	• Painter (Visual Arts) • Visual Arts and Craft professional

UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
BSBPEF202	Plan and apply time management	20	E
BSBWHS211	Contribute to the health and safety of self and others	20	C
CUAACD201	Develop drawing skills to communicate ideas	60	E
CUAACD311	Produce drawings to communicate ideas	80	C
CUAPAI311	Produce paintings	50	C
CUAPPR311	Produce creative work	45	C
CUAPPR314	Participate in collaborative creative projects	50	E
	Total nominal hours	**325**	

Unit Code	Unit Name	Nominal Hours	Core or Elective
CUADES201	Follow a design process	50	E
CUAPHI312	Capture photographic images	60	E
CUASCU311	Produce sculpture	50	E
CUARES301	Apply knowledge of history and theory to own arts practice	50	C
	Total nominal hours	**210**	

creative

workplace skills

BSB20120 Certificate II in Workplace Skills
Fairhills High School

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 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 VCAA Get VET resource: VCE-VET-program-chart.pdf

Further information can be found on the VTAC website: www.vtac.edu.au and/or 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 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

Complementary studies:	• Accounting	• Business Management
Pathways:	• Certificate III in Business	
Possible Future Career Opportunities:	• Administration • Customer Service receptionist • Management • Marketing • Public Relations Officer	• Accountant • Receptionist • Clerical Assistant • Small Business Owner • Sub Contractor

UOC Units of Competency

Unit Code	Unit Name	Nominal Hours	Core or Elective
Units covered in the first year:			
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**	

workplace skills

BSB20120 Certificate II in Workplace Skills (completed over 2 years)
Sherbrooke Community School

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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

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

Qualification: A nationally recognised qualification: **BSB20120 - Certificate II Workplace Skills**

Additional Requirements/ Information

Name of RTO & Provider of Qualification:	**OHS / Personal Protective Equipment:** NA
iVET	**Excursions:** Students will be required to complete and return Excursion permission slips in line with education department policy.
RTO: 40548	**Work Placement:** 40 hours of work placement over 2 year is a recommendation for this program.
RTO Student Information: Please refer to www.mullumvetcluster.com.au for student rights and responsibilities whilst on campus.	**Other:** NA

Future Pathways and Opportunities

Complementary studies:	• Accounting	• Business Management
Pathways:	• Certificate III in Business	
Possible Future Career Opportunities:	• Administration • Customer Service receptionist • Management • Marketing • Public Relations Officer	• Accountant • Receptionist • Clerical Assistant • Small Business Owner • Sub-Contractor

UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or 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**	

Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core or 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**	

serVice

workplace skills

PLEASE NOTE: ALL APPLICATIONS FOR SWINBURNE UNIVERSITY ARE THROUGH SWINBURNE UNIVERSITY AND NOT THROUGH THE MULLUM CLUSTER – THIS INCLUDES ONGOING MANAGEMENT

BSB20120 Certificate II in Workplace Skills
(with selected units from Certificate III in Business)

Swinburne University of Technology

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 VCAA Get VET resource:
VCE-VET-program-chart.pdf

Further information can be found on the VTAC website: www.vtac.edu.au and/or 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 for student rights and responsibilities while on campus.	**Clothing and Equipment:** • USB (Recommended) • Pen • Exercise Book **Excursions:** TBA **Work Placement:** Not required but recommended. **Other: Current in 2025**	• Neat professional attire when attending excursions or events

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Future Pathways and Opportunities

Complementary studies:	• Accounting	• Business Management
Pathways:	• Certificate III/IV in Business * (Course not offered by Swinburne University of Technology) • Diploma of Business • Credit towards Bachelor of Business	
Possible Future Career Opportunities:	• Administration • Customer Service • Marketing Officer • Public Relations Officer	• Accounts Clerk • Receptionist • Clerical Assistant • Small Business Owner

UOC Units of Competency

Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
BSBOPS201	Work effectively in business environment	30	C
BSBPEF202	Plan and apply time management	20	C
BSBTEC201	Use business software applications	60	E
FSKWTG009	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	Research using the internet	30	E
BSBSUS211	Participate in sustainable work practices	20	C
BSBWHS211	Contribute to the health and safety of self and others	20	C
BSBCRT201	Develop and apply thinking and problem-solving skills	30	E
	Total nominal hours	**285**	

Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core or 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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trade
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creative
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2025
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