

**trade  
service  
creative  
technology**

**2025**



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**Vocational Education and Training Delivered to Secondary**

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# VCE VET program chart



VCE VET Program		VET Qualification			Units 1 & 2	Units 3 & 4	Scored	Non-scored
Agriculture, Horticulture, Conservation and Ecosystem Management	Certificate II in Agriculture				✓	✓		✓
	Certificate II in Horticulture				✓	✓		✓
	Certificate II in Conservation and Ecosystem Management				✓	✓		✓
Animal Care	Certificate II in Animal Care				✓	✓		✓
	Certificate II in Applied Fashion Design and Technology				✓	✓		✓
Applied Language	Certificate II in Applied Language				✓	✓		
Automotive	Certificate III in Applied Language				✓	✓		✓
	Certificate II in Automotive Vocational Preparation				✓	✓		✓
Building and Construction	Certificate II in Building and Construction Pre-apprenticeship				✓	✓		✓
	Certificate II in Construction Pathways				✓	✓		✓
Business	Certificate II in Workplace Skills				✓	✓		✓
	Certificate III in Business				✓	✓		✓
Cisco	CISCO CCNA v7				✓	✓		✓
Civil Infrastructure	Certificate II in Civil Construction				✓	✓		✓
	Certificate II in Active Volunteering				✓	✓		✓
Community Services	Certificate II in Community Service				✓	✓		✓
	Certificate III in Community Services				✓	✓		✓
	Certificate III in Early Childhood Education and Care				✓	✓		✓
Creative and Digital Media	Certificate II in Creative Industries				✓	✓		✓
	Certificate III in Screen and Media				✓	✓		✓
Dance	Certificate II in Dance				✓	✓		✓
Electrical Industry	Certificate II in Dance				✓	✓		✓
	Certificate II in Electrotechnology Studies (Pre-vocational)				✓	✓		✓
Engineering Studies	Certificate II in Electrotechnology (Career Start)				✓	✓		✓
	Certificate II in Engineering Studies				✓	✓		✓
Equine Studies	Certificate III in Equine Studies				✓	✓		✓
	Certificate II in Furniture Making Pathways				✓	✓		✓
Furnishing	Certificate II in Retail Cosmetics				✓	✓		✓
	Certificate II in Salon Assistant				✓	✓		✓
Hair and Beauty	Certificate III in Beauty Services				✓	✓		✓
	Certificate III in Make-Up				✓	✓		✓
Health	Certificate II in Health Support Services				✓	✓		✓
	Certificate III in Allied Health Assistance				✓	✓		✓
Hospitality	Certificate III in Health Services Assistance				✓	✓		✓
	Certificate II in Hospitality				✓	✓		✓
Information and Communications Technology	Certificate II in Kitchen Operations				✓	✓		✓
	Certificate II in Applied Digital Technologies				✓	✓		✓
Integrated Technologies	Certificate III in Information Technology				✓	✓		✓
	Certificate II in Integrated Technologies				✓	✓		✓
Laboratory Skills	Certificate III in Laboratory Skills				✓	✓		✓
	Certificate II in Music				✓	✓		✓
Music	Certificate III in Music				✓	✓		✓
Plumbing	Certificate II in Plumbing (Pre-apprenticeship)				✓	✓		✓
	Certificate II in Small Business (Operations/Innovation)				✓	✓		✓
Small Business	Certificate II in Outdoor Recreation				✓	✓		✓
	Certificate II in Sport and Recreation				✓	✓		✓
Sport and Recreation	Certificate II in Sport and Recreation				✓	✓		✓
	Certificate III in Visual Arts				✓	✓		✓
Visual Arts	Certificate II in Visual Arts				✓	✓		✓
	Certificate III in Visual Arts				✓	✓		✓

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Please note that although Box Hill Institute and Swinburne University of Technology programs are advertised in this Handbook, they are not available for application through the Mullum VET Cluster portal for 2025. Applications for their courses need to be a direct enrolment to BHI and SUOT.

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Small Business	<b>NEW</b> <a href="#">Mater Christi College</a>	138
Sports, Aquatic and Recreation	<a href="#">Aquinas College</a>	140
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Tourism	<b>NEW</b> <a href="#">Cire Services</a>	144
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## what is VET?

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

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

## Features of VET

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

## How does VET Work?

A VET program is usually made up of:

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

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

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

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

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

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

## VCE VET Programs:

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

either as one of the primary four studies or as a fifth or sixth study.

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

## **Block Credit VET Programs**

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

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

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

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

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

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

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

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





# how to use this handbook

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

## Disclaimer:

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

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## VET Course Requirements

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

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

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

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

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

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



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## The Three Steps to Apply for a VET Program

### Step 1:

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

### Step 2:

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

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

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

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

### Step 3:

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

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



# who is the mullum VET cluster?



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

## Mullum VET Cluster Members Include:

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

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



#### Course Aims

The course is at AQF Level 3 (Certificate III) and recommended that students have literacy and numeracy competencies equivalent to Australian Core Skills Framework (ACSF) Level 2. The course is complementary to VCE Drama and Theatre Studies, but as a VETDSS subject gives the opportunity to students to explore the Australian Film and Television Industry with its diversity of content specifically responding to the increase in 'streaming' services, which offer more employment opportunities in cast and crew jobs. Many students experience acting on stage, but the technique is far different when working in front of the camera. This course gives students the opportunity to learn basic employment skills, CV writing, face to face interviews, working with Industry professionals. The continual practice of working in front of camera gives students the chance to increase their confidence and communication levels.

#### Course Delivery - Location and Times

**Year 1:** The Australian College of Dramatic Arts, MBCTA Youth Theatre (Boronia) Monday 4:30pm – 7:30pm

**Year 2:** The Australian College of Dramatic Arts, MBCTA Youth Theatre (Boronia) Wednesday 5:00pm – 8:00pm

**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](#)

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

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

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

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

#### Additional Requirements/ Information

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

Australian College of the Dramatic Arts

RTO: 3139

##### RTO Student Information:

Please refer to [www.acda.vic.edu.au](http://www.acda.vic.edu.au) and

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

##### OHS / Personal Protective Equipment: NA

**Excursions:** Students are required to attend compulsory VET industry days and visits to set (if available) which run throughout the duration of the 2-year course.

**Work Placement:** Not required.

**Other:** NA

#### Future Pathways and Opportunities

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

## Units covered in the first year:

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

## Units covered in the second year:

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

creative



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**CHC24015 Certificate II in Active Volunteering**

**Box Hill Institute**

## Course Aims

This course develops transferable skills and starts your journey into volunteering. It helps build your confidence to become a volunteer within community service organisations eg: sports clubs, food banks, state emergency services, local festivals and events, Puffing Billy, environmental groups, horticulture, etc. At this level activities take place under direct, regular supervision within clearly defined guidelines. Skills developed are transferable to many workplaces.

## Course Delivery - Location and Times

**Year 1:** Box Hill Institute, Whitehorse Campus – 1000 Whitehorse Road, Box Hill. Wednesday 9:30am-1:00pm  
Box Hill Institute, **Lilydale Lake** Campus – 1 Jarlo Drive, Lilydale, Friday 9:30am-1:00pm

**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 and VPC

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

[VCE-VET-program-chart.pdf](https://www.vcaa.vic.edu.au/VET/VET-program-chart.pdf)

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

**Qualification:** On successful completion of this program, students will be eligible for: **CHC24015 - Certificate II in Active Volunteering**

## 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](http://www.mullumcluster.com) for student rights and responsibilities whilst on campus.

**Excursions:** NA

**OHS / Personal Protective Equipment:** NA

**Work Placement:** To achieve this qualification, students must have completed at least 20 hours (approximately 3 days) of work placement as detailed in the Assessment Requirements of units of competency.

## Future Pathways and Opportunities

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Physical Education</li> </ul>	
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III in Community Services</li> </ul>	<ul style="list-style-type: none"> <li>Certificate III in Individual Support (Ageing and Disability Services)</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>This qualification may be used as a pathway for workforce entry. Participating in this program can enable you to extend your networks and find referees to help you secure paid employment.</li> </ul>	

Units covered in the first year (1 Year course):			
Unit Code	Unit Name	Nominal Hours	Core or Elective
CHCDIV001	Work with diverse people	40	C
CHCVOL001	Be an effective volunteer	25	C
HLTWHS001	Participate in workplace health and safety	20	C
BSBCMM201	Communicate in the workplace	40	C
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety	25	E
CHCCOM005	Communicate and work in health or community services	30	E
HLTAID010	Provide basic emergency life support	12	E
Total nominal hours		192	

## service



**PLEASE NOTE: ALL APPLICATIONS FOR BOX HILL INSTITUTE ARE THROUGH BOX HILL INSTITUTE AND NOT THROUGH THE MULLUM CLUSTER – THIS INCLUDES ONGOING MANAGEMENT**

**HLT33021 Certificate III in Allied Health Assistance (Partial completion)**

**Box Hill Institute**

## Course Aims

This course will teach you the skills and knowledge required to provide assistance to health professionals involved in the care of clients and involves direct client contact under supervision. Within this program you will also develop a range of factual, technical and procedural knowledge relating to infection prevention and control, workplace health and safety, client movement, cultural diversity, workplace organisation and communication.

## Course Delivery - Location and Times

**Year 1:** Box Hill Institute, Elgar Campus – 465 Elgar Road, Box Hill. Wednesday 9:00am-12:30pm OR 1:30pm-5:00pm

**Year 2:** Box Hill Institute, Elgar Campus – 465 Elgar Road, Box Hill. Wednesday 9:00am-12:30pm OR 1:30pm-5:00pm

**Mode of Delivery:** 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](http://www.vcaa.vic.edu.au/getvet)

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

**Qualification:** A nationally recognised qualification: **HLT33021 - Certificate III in Allied Health Assistance (Partial completion).**

## Additional Requirements/ Information

<b>Name of RTO &amp; Provider of Qualification:</b> Box Hill Institute RTO: 4687 <b>RTO Student Information:</b> Please refer to <a href="http://www.boxhill.edu.au/about-us/policies-and-procedures/">http://www.boxhill.edu.au/about-us/policies-and-procedures/</a> and <a href="http://www.mullumcluster.com">www.mullumcluster.com</a> for student rights and responsibilities whilst on campus.	<b>OHS / Personal Protective Equipment:</b> NA <b>Excursions:</b> NA <b>Work Placement:</b> Structured Workplace Learning is not mandated to complete this program.
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## Future Pathways and Opportunities

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Biology</li> <li>Chemistry</li> <li>Physical Education</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; Human Development</li> <li>Psychology</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate IV in Allied Health</li> <li>Diploma of Nursing</li> </ul>	
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Allied Health Assistant</li> <li>Health Services Assistant</li> <li>Health Administration Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Patient Care assistant</li> <li>Ward Assistant</li> </ul>



## Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
CHCDIV001	Work with diverse people	40	C
CHCCOM005	Communicate and work in health or community services	30	C
CHCCCS002	Assist with movement	25	E
HLTFSE001	Follow basic food safety practices	30	E
HLTAID009	Provide cardiopulmonary resuscitation	4	E
HLTINF006	Apply basic principles and practices of infection prevention and control	35	C
HLTWHS001	Participate in workplace health and safety	20	C
Total nominal hours		184	

## Units covered in the second year:

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or Elective
BSBMED301	Interpret and apply medical terminology appropriately	Portfolio 08	60	C
HLTAAP001	Recognise healthy body systems	Portfolio 07	70	C
HLTHPS001	Take clinical measurements	Work Performance 01	50	E
Total nominal hours			180	

# service



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

**HLT33021 Certificate III in Allied Health Assistance (Partial Completion)**

**Swinburne University of Technology**

## Course Aims

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

## Course Delivery - Location and Times

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

Swinburne University of Technology, John Street, Hawthorn, **Day and Time TBC**

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

**Mode of Delivery:** Classroom based.

**Duration:** 2 years part time

## On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCAA Get VET resource: [VCE-VET-program-chart.pdf](#)

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

**Qualification:** Be eligible for a Statement of Attainment listing the units achieved in **HLT33021 Certificate III in Allied Health Assistance**.

## Additional Requirements/ Information

### Name of RTO & Provider of Qualification:

Swinburne University of Technology  
(TOID 3059)

### RTO Student Information:

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

**Clothing and Equipment:** NA

**Excursions:** NA

**Work Placement:** Not required.

**Other:** Current for 2025

## Future Pathways and Opportunities

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Biology</li> <li>Chemistry</li> </ul>	<ul style="list-style-type: none"> <li>Psychology</li> <li>Health and Human Development</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate IV in Allied Health Assistance</li> <li>Diploma of Nursing</li> </ul>	<ul style="list-style-type: none"> <li>Advanced Diploma of Nursing</li> <li>Bachelor of Nursing</li> <li>Course not offered by Swinburne University of Technology</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Nurse</li> <li>Therapy Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Physiotherapy Assistant</li> <li>Occupational Assistant</li> </ul>

## Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
CHCCOM005	Communicate and work in health or community services	30	C
HLTWHS001	Participate in workplace health and safety	20	C
CHCDIV001	Work with diverse people	40	C
CHCLEG001	Work legally and ethically	55	E
HLTINF006	Apply basic principles and practices of infection prevention and control	35	C
<b>Total nominal hours</b>		<b>180</b>	

## Units covered in the second year:

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or Elective
BSBMED301	Interpret and apply medical terminology appropriately	Portfolio 07	60	C
HLTAAP001	Recognise healthy body systems	Portfolio 08	70	C
HLTHPS001	Take clinical measurements	Work Performance 01	50	E
CHCCCS026	Transport individuals		20	E
CHCCCS015	Provide individualised support		30	E
<b>Total nominal hours</b>			<b>230</b>	

# service



**PLEASE NOTE: ALL APPLICATIONS FOR BOX HILL INSTITUTE ARE THROUGH BOX HILL INSTITUTE AND NOT THROUGH THE MULLUM CLUSTER – THIS INCLUDES ONGOING MANAGEMENT**

## ACM20121 Certificate II in Animal Care

### Box Hill Institute

#### Course Aims

This program provides you with the basic skills and knowledge in order to become an animal carer. You will learn how to care for a variety of animals and provide information on companion animals, products and services. You will gain the practical skills and basic knowledge you need for entry-level work in the animal care industry. You will learn how to assist with general animal care, provide food and water for animals and follow occupational health and safety procedures in the workplace. You will undertake work in our animal facility throughout the year giving you the opportunity to work with mice, rats, guinea pigs, rabbits, fish and reptiles. You will also have dogs and cats regularly attend class for practical training.

#### Course Delivery - Location and Times

**Year 1:** Box Hill Institute, Elgar Campus – 465 Elgar Road, Box Hill. Wednesday 9:00am – 12:30pm **OR** 1:30pm-5:00pm **OR** Friday 9:00am – 12:30pm

Box Hill Institute, Lilydale Lakeside Campus – 1 Jarlo Drive, Lilydale. Wednesday 9:00am – 12:30pm **OR** 1:30pm-5:00pm

**Year 2:** Box Hill Institute, Elgar Campus – 465 Elgar Road, Box Hill. Wednesday 9:00am – 12:30pm **OR** 1:30pm-5:00pm

Box Hill Institute, Lilydale Lakeside Campus – 1 Jarlo Drive, Lilydale. Wednesday 9:00am – 12:30pm **OR** 1:30pm-5:00pm

**Mode of Delivery:** Classroom based.

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

#### On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

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

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

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

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

#### 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](http://www.mullumcluster.com) for student rights and responsibilities whilst on campus.

**Excursions:** All students will attend 2 full day practical sessions off campus.

**OHS / Personal Protective Equipment:** Students in the 2 Year program, Certificate II in Animal Care, can be in Year 10, 11 or 12.

Students must provide a copy of a current tetanus vaccination by emailing it at the time of applying to [sas.vetdss@boxhill.edu.au](mailto:sas.vetdss@boxhill.edu.au)

**Work Placement:** The VCAA strongly recommends that students undertake a minimum of 80 hours of SWL for the VCE VET Animal Care program. SWL should be spread across the duration of the training program. This is not mandatory to complete the course.

**Other:** A suitable laptop or tablet device is required for all classes.

#### Future Pathways and Opportunities

<b>Complementary studies:</b>	• Biology	
<b>Pathways:</b>	• Certificate III in Animal Care Services	• Certificate IV in Veterinary Nursing
<b>Possible Future Career Opportunities:</b>	• This course may provide you with entry level employment in animal centres, pet retail shops, welfare organisations and veterinary clinics, etc.	

Units covered in the first year:			
Unit Code	Unit Name	Nominal Hours	Core or Elective
ACMGEN201	Work in the animal care industry	30	C
ACMGEN202	Complete animal care hygiene routines	30	C
ACMGEN204	Assist in health care of animals	40	C
ACMWHS201	Participate in workplace health and safety processes	40	C
ACMSUS201	Participate in environmentally sustainable work practices	20	C
BSBCMM211	Apply communication skills	40	C
HLTAID011	Provide First Aid	18	E
Total nominal hours		218	

Units covered in the second year:			
ACMGEN203	Feed and water animals	40	C
ACMSPE322	Provide general care of rodents or rabbits	40	E
ACMGEN205	Source and provide information for animal care needs	40	E
ACMGEN309	Provide basic animal first aid	40	E
ACMSPE320	Provide general care of mammals	40	E
Total nominal hours		200	

**service**





## ACM20121 Certificate II in Animal Care Donvale Christian College

### Course Aims

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

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

### Course Delivery - Location and Times

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

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

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

**Duration:** 2 years part time

### On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

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

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

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

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

### Additional Requirements/ Information

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

Access Skills Australia

RTO: 4603

#### RTO Student Information:

Please refer to the Mullum Vet Cluster website

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

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

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

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

**Other:** NA

### Future Pathways and Opportunities

<b>Complementary studies:</b>			
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III in Animal Care</li> </ul>		
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Welfare Organisation worker</li> <li>Animal Care Attendant</li> <li>Animal Shelter Attendant</li> </ul>	<ul style="list-style-type: none"> <li>Animal Rescue Centre worker</li> <li>Farmhand Alpaca Stud</li> <li>Farm Manager</li> </ul>	<ul style="list-style-type: none"> <li>Kennel Hand</li> <li>Cattery Attendant</li> <li>Pet Shop Attendant</li> <li>Assistant Dog groomer</li> </ul>

Units covered in the first year 2025:			
Unit Code	Unit Name	Nominal Hours	Core or Elective
ACMGEN201	Work in the animal care industry	30	C
ACMGEN202	Complete animal care hygiene routines	30	C
ACMGEN203	Feed and water animals	40	C
ACMSUS201	Participate in environmentally sustainable work practices	20	C
ACMWHS201	Participate in workplace health and safety processes	40	C
BSBCMM211	Apply communication skills	40	C
Total nominal hours		200	

Units covered in the second year 2026:			
Unit Code	Unit Name	Nominal Hours	Core or Elective
ACMBEH302	Provide enrichment for animals	40	E
ACMGEN204	Assist in health care of animals	40	C
ACMGEN205	Source and provide information for animal care needs	40	E
ACMGEN309	Provide basic animal first aid	40	E
AHCLSK215	Carry out alpaca handling & husbandry operations	50	E
AHCPY303	Maintain Health and Welfare of Poultry (from AHC20122 Cert II in Agriculture)	30	E
Total nominal hours		240	

**service**



### Course Aims

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

### Course Delivery - Location and Times

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

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

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

**Duration:** 2 years part time

### On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

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

[VCE-VET-program-chart.pdf](http://www.vcaa.vic.edu.au/getvet)

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

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

### Additional Requirements/ Information

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

Ringwood SC (Ringwood Training)

RTO: 22475

#### RTO Student Information:

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

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

**Work Placement:** Not required.

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

### Future Pathways and Opportunities

<b>Pathways:</b>	<ul style="list-style-type: none"><li>Certificate III in Information, Digital Media and Technology</li></ul>	<ul style="list-style-type: none"><li>Certificate IV in Information Technology</li></ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"><li>Junior systems administrator</li><li>Level 1 and level 2 helpdesk technician</li><li>Hardware support technician</li></ul>	

## Units covered in the first year:

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

## Units covered in the second year:

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

# technology



## AUR20720 Certificate II in Automotive Vocational Preparation Ringwood Training

### Course Aims

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

### Course Delivery - Location and Times

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

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

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

**Duration:** 2 years part time

### On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

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

[VCE-VET-program-chart.pdf](http://www.vcaa.vic.edu.au/getvet)

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

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

### Additional Requirements/ Information

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

Ringwood SC (Ringwood Training)

RTO: 22475

#### RTO Student Information:

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

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

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

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

**Other:** NA

### Future Pathways and Opportunities

<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate II in Automotive Vehicle Servicing (as a School-based Traineeship)</li> <li>Certificate IV in Automotive Technology</li> </ul>	<ul style="list-style-type: none"> <li>Certificate III in Light Vehicle Mechanical Technology</li> <li>Diploma of Automotive Technology</li> </ul>
<b>Possible Future Career Opportunities:</b>	<p>Australia's modern vehicle fleet requires highly skilled Light Vehicle Motor Mechanics to maintain, service and repair vehicle mechanical and electrical components. The range of tasks undertaken by motor mechanics includes working on engines, transmissions, steering systems and much more. Today's motor mechanic needs to be highly literate and numerate and should have the capacity to be trained to use a range of electronic vehicle diagnostic software. Many tradespeople in this field become highly sought-after specialists, and some move across into electrical and heavy vehicle roles over time.</p>	



## Units covered in the first year:

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

## Units covered in the second year:

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

**trade**



# aviation (remote pilot)



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

**National Drones Training Institute**

## Course Aims

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

## Course Delivery - Location and Times

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

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

**Mode of Delivery** Classroom/Park based

**Duration:** 2 years part time

## On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCAA Get VET resource: [VCE-VET-program-chart.pdf](#)

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

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

## Additional Requirements/ Information

### Name of RTO & Provider of Qualification:

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

### RTO Student Information:

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

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

### Excursions:

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

**Work Placement:** Not required.

**Other:** NA

## Future Pathways and Opportunities

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

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

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

## technology



**PLEASE NOTE: ALL APPLICATIONS FOR BOX HILL INSTITUTE ARE THROUGH BOX HILL INSTITUTE AND NOT THROUGH THE MULLUM CLUSTER – THIS INCLUDES ONGOING MANAGEMENT**

**SHB30121 Certificate III in Beauty Services (Partial Completion)**

**Box Hill Institute**

## Course Aims

After successful completion you will possess a range of well-developed technical and customer service skills where discretion and judgement is required and are responsible for their own outputs. This includes client consultation on beauty products and services.

## Course Delivery - Location and Times

**Year 1:** Box Hill Institute, Elgar Campus – 465 Elgar Road, Box Hill, Wednesday 9:00am-1:00pm; **OR** 1:30pm – 5:30pm  
Box Hill Institute, Lilydale Lakeside Campus – 1 Jarlo Drive, Lilydale, Wednesday 9:00am-1:00pm; **OR** 1:30pm – 5:30pm

**Year 2:** Box Hill Institute, Elgar Campus – 465 Elgar Road, Box Hill. Wednesday 9:00am-1:00pm; **OR** 1:30pm – 5:30pm  
Box Hill Institute, Lilydale Lakeside Campus – 1 Jarlo Drive, Lilydale, Wednesday 9:00am-1:00pm; **OR** 1:30pm – 5:30pm

**Mode of Delivery:** Classroom based.

**Duration:** 2 years part time (partial completion)

## 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](http://www.vcaa.vic.edu.au/getvet/vce-vet-program-chart.pdf)

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

**Qualification:** A nationally recognised qualification: **SHB30121 - Certificate III in Beauty Services (Partial Completion)**

## 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](http://www.mullumcluster.com) for student rights and responsibilities whilst on campus.

**Excursions:** NA

**OHS / Personal Protective Equipment:** Students will be provided with a black Box Hill Institute t-shirt which must be worn to all classes, along with black pants and black closed toe rubber soled shoes.

Students must have completed Year 9 and have the approval of your school to enrol in this program.

**Work Placement:** SWL is recommended by VCAA but not mandated to successfully complete this program.

## Future Pathways and Opportunities

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Health and Human Development</li> <li>Business</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>On successful completion you may be awarded credits when applying for the Diploma of Beauty Therapy that specialises in spa treatment. ITEC international accreditation offered.</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>This course may lead to work in beauty salons, skin clinics, day spas and other areas that provide beauty services.</li> </ul>

### Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
SHBBBOS007	Apply cosmetic tanning products	20	C
SHBBCCS005	Advise on beauty products and services	30	C
SHBBMUP009	Design and apply make-up	45	C
SIRXOSM002	Maintain ethical and professional standards when using social media and online platforms	50	C
SIRXSLS001	Sell to the retail customer	20	C
SHBBMUP010	Design and apply Make-up for photography	30	E
Total nominal hours		195	

### Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
SHBBFAS004	Provide lash and brow services	30	C
SHBBHRS010	Provide waxing services	100	C
SHBXCCS008	Provide salon services to clients	30	C
SHBBMUP008	Apply eyelash extensions	40	E
Total nominal hours		200	

## service



# beauty services

## SHB30121 Certificate III in Beauty Services Inspiring Training Academy



### Course Aims

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

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

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

### Course Delivery - Location and Times

**Year 1:** Inspiring Training Academy, 91A Boronia Road, **Boronia**. Thursday 9:00am – 4:00pm

Nazareth College, Manning Drive, **Noble Park**. Wednesday 9:00am – 4:00pm

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

**Duration:** 1 year part time

### On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL.

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

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

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

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

### Additional Requirements/ Information

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

Inspiring Training Academy Pty Ltd

TOID No: 22728

#### RTO Student Information:

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

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

**Excursions:** NA

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

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

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

### Future Pathways and Opportunities

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



### Units covered in the first year:

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



## Course Aims

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

## Course Delivery - Location and Times

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

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

**Mode of Delivery:** Classroom based

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

## On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

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

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

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

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

## Additional Requirements/ Information

### Name of RTO & Provider of Qualification:

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

### RTO Student Information:

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

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

**Excursions:** NA

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

**Other:** NA

## Future Pathways and Opportunities

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

### Units covered in the first year:

**Year 1 & 2: Competencies delivered in 2025**

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

### Units covered in the second year:

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

## service



### Course Aims

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

### Course Delivery - Location and Times

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

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

**Mode of Delivery** Classroom based.

**Duration:** 2 years part time

### On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

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

[VCE-VET-program-chart.pdf](https://www.vcaa.vic.edu.au/getvet)

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

**Qualification:** A nationally recognised qualification: **22614VIC Certificate II in Building and Construction Pre-apprenticeship (Partial Completion) Units 1-4.**

### Additional Requirements/ Information

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

Wise Employment

RTO: 6653

#### RTO Student Information:

Please refer to <https://wiseemployment.com.au/training/> and [www.mullumvetcluster.com.au](http://www.mullumvetcluster.com.au) for your rights and responsibilities whilst on campus.

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

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

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

**Other:** NA

### Future Pathways and Opportunities

<b>Complementary studies:</b>	• Product Design and Technology - Wood		
<b>Pathways:</b>	• Building and Construction Apprenticeship		
<b>Possible Future Career Opportunities:</b>	• Architect • Bricklayer • Builder	• Building Inspector • Cabinet Maker • Carpenter	• Civil Engineer • Draftsperson • Engineer

## Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
CPCCCM1014	Conduct workplace communication	20	C
CPCCCM1015	Carry out measurements and calculations	20	C
CPCCCM2006	Apply basic levelling procedures	8	C
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry	20	C
CPCCWHS001	Prepare to work safely in the construction industry	6	C
HLTAID010	Provide basic emergency life support	12	C
VU23312	Prepare for work in the building and construction industry	18	C
<b>Elective (Carpentry Stream)</b>			
VU23321	Perform basic setting out	24	E
VU23325	Install basic external cladding	24	E
VU23326	Install basic window and door frames	24	E
VU23328	Dismantle basic timber structures	20	E
<b>Year 1 total nominal hours</b>		<b>196</b>	

## Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
VU23313	Interpret and apply basic plans and drawings	25	C
VU23314	Erect and safely use working platforms	24	C
VU23320	Identify and handle carpentry tools and equipment	100	E
VU23323	Construct basic wall frames	48	E
VU23328	Construct a basic roof frame	40	E
<b>Year 2 total nominal hours</b>		<b>237</b>	
<b>Total nominal hours</b>		<b>433</b>	

**trade**



# building and construction | carpentry

22614VIC Certificate II in Building & Construction Pre-apprenticeship (Carpentry)  
St Joseph's College - Ferntree Gully



## Course Aims

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

## Course Delivery - Location and Times

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

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

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

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

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

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

## On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCAA Get VET resource: [VCE-VET-program-chart.pdf](#)

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

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

## Additional Requirements/ Information

### Name of RTO & Provider of Qualification:

St Joseph's College  
RTO: 21710

### RTO Student Information:

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

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

**Excursions:** NA

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

**Other:** Device with Word

## Future Pathways and Opportunities

<b>Complementary studies:</b>	• Product Design and Technology – Wood		
<b>Pathways:</b>	• Building and Construction Apprenticeship		
<b>Possible Future Career Opportunities:</b>	• Architect • Bricklayer • Builder	• Cabinet Maker • Carpenter • Civil Engineer	• Draftsperson • Engineer • Building Inspector



## 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
CPCCWHS2001	Apply WHS requirements, policies & procedures in the construction industry	20	C
CPCCCM2006	Apply basic levelling procedures	8	C
VU23321	Perform basic setting out	24	E
CPCCCM1015	Carry out measurements and calculations	20	C
CPCCCM1014A	Conduct workplace communication	20	C
VU23314	Erect and safely use working platforms	24	E
HLTAID010	Provide basic emergency life support	12	C
VU23313	Interpret and apply basic plans and drawings	25	C
VU23322	Construct basic sub-floor	48	E
VU23329	Construct basic formwork for concreting	40	E
Total nominal hours		247	

## Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
VU23320	Identify and handle carpentry tools and equipment	100	E
VU23328	Dismantle basic timber structures	20	E
VU23323	Construct basic wall frames	48	E
VU23324	Construct a basic roof frame	40	E
VU23326	Install basic window and door frames	24	E
VU23325	Install basic external cladding	24	E
VU23312	Prepare for work in the building and construction industry	18	C
Total nominal hours		274	

trade



#### Course Aims

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

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

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

#### Course Delivery - Location and Times

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

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

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

**Duration:** 2 years part time

#### On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

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

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

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

**Qualification:** A nationally recognised qualification: **22614VIC - Certificate II in Building & Construction (Carpentry) – Pre-apprenticeship (Partial Completion)**

#### Additional Requirements/ Information

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

Access Skills Training  
RTO – 4603

##### RTO Student Information:

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

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

**Excursions:** NA

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

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

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

#### Future Pathways and Opportunities

<b>Complementary studies:</b>	• Product Design and Technology - Wood		
<b>Pathways:</b>	• Building and Construction Apprenticeship		
<b>Possible Future Career Opportunities:</b>	• Architect • Bricklayer • Builder	• Building Inspector • Cabinet Maker • Carpenter	• Civil Engineer • Draftsperson • Engineer

## Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
CPCCCM1014	Conduct workplace communication	20	C
CPCCCM1015	Carry out measurements & calculations	20	C
CPCCCM2006	Apply basic levelling procedures	8	C
CPCCWHS2001	Apply WHS requirements, policies & procedures in the construction industry	20	C
CPCWHS1001	Prepare to work safely in the construction industry	6	C
HTLAID010	Provide basic emergency life support	12	C
VU23312	Prepare for work in the building & construction industry	18	C
VU23321	Perform basic setting out	24	E
VU23323	Construct basic wall frames	48	E
VU23328	Dismantle basic timber structures	20	E
Total nominal hours		196	

Unit Code	Unit Name	Nominal Hours	Core or Elective
VU23313	Interpret & apply basic plans & drawings	25	C
VU23320	Identify & handle carpentry tools & equipment	100	E
VU23324	Construct a basic roof frame	40	E
VU23325	Install basic external cladding	24	E
VU23326	Install basic window & door frames	24	E
VU23328	Dismantle basic timber structures	20	E
Total nominal hours		233	
<b>TO BE OFFERED IN 2026 FOR YEAR 2</b>			
VU23314	Erect and safely use working platforms	24	C

# trade



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

**22614VIC Certificate in Building and Construction (pre-Apprenticeship)**

**Swinburne University of Technology**

## Course Aims

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

## Course Delivery - Location and Times

**Year 1:** Swinburne University of Technology, 369 Stud Rd, **Wantirna**. Wednesday 8:00am-4:00pm

**Year 2:** Swinburne University of Technology, 369 Stud Rd, **Wantirna**. Wednesday 8:00am-4:00pm

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

**Duration:** 2 years part time

## On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCAA Get VET resource: [VCE-VET-program-chart.pdf](http://www.vcaa.vic.edu.au/getvet)

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

**Qualification:** Be eligible for the award of **22614VIC Certificate II in Building and Construction (Pre-apprenticeship)**.

## Additional Requirements/ Information

### Name of RTO & Provider of Qualification:

Swinburne University of Technology  
(TOID 3059)

### RTO Student Information:

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

### Clothing and Equipment:

- Work boots (leather upper)
- Work pants or shorts
- Shirt or t-shirt (NO singlets)
- Exercise Book
- Carpenter's pencil (green)
- Pencil case with pens, pencils and erasers
- 1m folding ruler
- Tape Measure

**Excursions:** NA

**Work Placement:** Not required.

**Other:** Current in 2025

## Future Pathways and Opportunities

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>• Product Design and Technology – Wood</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>• Building and Construction Apprenticeship</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• Builder</li> <li>• Bricklayer</li> </ul>

## Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
VU23313	Interpret and apply basic plans and drawings	25	C
CPCCCM2006	Apply basic levelling procedures	8	C
CPCCOM1014	Conduct workplace communication	20	C
CPCCOM1015	Carry out measurements and calculations	20	C
CPCCWHS1001	Prepare to work safely in the construction industry	6	C
CPCCWHS2001	Apply OHS requirements, policies and procedures in the construction industry	20	C
HLTAID010	Provide basic emergency life support	12	C
VU23316	Apply basic bricklaying techniques	126	E
VU23315	Identify and handle bricklaying tools and equipment	76	E
Total nominal hours		313	

## Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
VU23312	Prepare for work in the building and construction industry	18	C
VU23314	Erect and safely use working platforms	24	C
VU23317	Apply brick veneer construction techniques	80	E
VU23318	Apply cavity brick construction techniques	80	E
VU23319	Apply masonry blockwork techniques	50	E
Total nominal hours		252	

**trade**



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**22614VIC Certificate in Building and Construction (pre-Apprenticeship)**  
**Swinburne University of Technology**

## Course Aims

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

## Course Delivery - Location and Times

**Year 1:** Swinburne University of Technology, 12-50 Norton Road, **Croydon**, Wednesday 8:00am-4:00pm **OR** Wednesday 1:00pm-6:00pm (plus a one-week block in July School holidays), **OR** Friday 8:00am-4:00pm **OR** Swinburne University of Technology, 369 Stud Rd, **Wantirna**. Wednesday 8:00am-4:00pm

**Year 2:** Swinburne University of Technology, 12-50 Norton Road, **Croydon**, Wednesday 8:00am-4:00pm **OR** Wednesday 1:00pm-6:00pm (plus a one-week block in September School holidays), **OR** Swinburne University of Technology, 369 Stud Rd, **Wantirna**. Wednesday 8:00am-4:00pm

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

**Duration:** 2 years part time

## On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCAA Get VET resource: [VCE-VET-program-chart.pdf](http://www.vcaa.vic.edu.au/getvet)

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

**Qualification:** Be eligible for the award of **22614VIC Certificate II in Building and Construction (Pre-apprenticeship)**.

## Additional Requirements/ Information

### Name of RTO & Provider of Qualification:

Swinburne University of Technology  
 (TOID 3059)

### RTO Student Information:

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

### Clothing and Equipment:

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

**Excursions:** NA

**Work Placement:** Not required.

**Other:** Current in 2025

## Future Pathways and Opportunities

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>• Product Design and Technology – Wood</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>• Building and Construction Apprenticeship</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• Builder</li> <li>• Cabinetmaker</li> <li>• Carpenter</li> </ul>



## Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
HLTAID010	Provide basic emergency life support	12	C
VU23313	Interpret and apply basic plans and drawings	25	C
VU23320	Identify and handle carpentry tools and equipment	100	E
CPCCOM1014	Conduct workplace communication	20	C
VU23321	Perform basic setting out	24	E
CPCCWHS2001	Apply OHS requirements, policies and procedures in the construction industry	20	C
VU23327	Install interior fixings	40	E
CPCCOM1015	Carry out measurements and calculations	20	C
CPCCCM2006	Apply basic levelling procedures	8	C
CPCCWHS1001	Prepare to work safely in the construction industry	6	C
Total nominal hours		275	

## Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
VU23312	Prepare for work in the building and construction industry	18	C
VU23314	Erect and safely use working platforms	24	C
VU23322	Construct basic sub-floor	48	E
VU23323	Construct basic wall frames	48	E
VU23324	Construct a basic roof frame	40	E
VU23325	Install basic external cladding	24	E
VU23326	Install basic window and door frames	24	E
VU23328	Carry out basic demolition for timber structures	20	E
VU23329	Construct basic formwork for concreting	40	E
Total nominal hours		286	

# trade



#### Course Aims

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

#### Course Delivery - Location and Times

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

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

**Mode of Delivery:** Classroom based.

**Duration:** 2 years part time

#### On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

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

[VCE-VET-program-chart.pdf](https://www.vcaa.vic.edu.au/getvet)

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

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

#### Additional Requirements/ Information

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

Cire Services

TOID: 4150

##### RTO Student Information:

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

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

**Excursions:** NA

**Work Placement:** NA

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

#### Future Pathways and Opportunities

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Business Studies</li> </ul>		
<b>Pathways:</b>	This qualification provides a pathway to work, and/or further study in the community services sector. Potential further study pathways include: <ul style="list-style-type: none"> <li>Certificate IV in Business (Administration)</li> <li>Certificate IV in Business (Operations)</li> <li>Certificate IV in Accounting and Bookkeeping</li> </ul>		
<b>Possible Future Career Opportunities:</b>	A range of employment opportunities including:	<ul style="list-style-type: none"> <li>Customer Service Roles</li> <li>Junior Personal Assistant</li> <li>Office Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Receptionist</li> <li>Data Entry</li> </ul>

Units covered in the first year:			
Unit Code	Unit Name	Nominal Hours	Core or Elective
BSBWHS311	Assist with maintaining workplace safety	40	C
BSBSUS211	Participate in sustainable work practices	20	C
BSBXCM301	Engage in workplace communication	40	C
BSBPEF201	Support personal wellbeing in the workplace	50	C
BSBOPS305	Process customer complaints	30	E
Total nominal hours		180	

## Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
BSBCRT311	Apply critical thinking skills in a team environment	40	C
BSBTWK301	Use inclusive work practices	30	C
SIRXCEG002	Assist with customer difficulties	40	E
SIRXMKT001	Support Marketing and promotional activities	30	E
BSBWRT311	Write simple documents	30	E
BSBTEC201	Use business software applications	60	E
BSBTEC303	Create electronic presentations	20	E
BSBTEC302	Design and produce spreadsheets	35	E
Total nominal hours		285	

**service**



# christian ministry



## 11236NAT Certificate III in Christian Ministry and Theology Waverley Christian College

### Course Aims

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

### Course Delivery - Location and Times

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

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

**Duration:** 1 year part time – 540 nominal hours.

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

### On successful completion of this program the student will achieve credit towards VCE, VCE VM and VPC.

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

[VCE-VET-program-chart.pdf](http://vce-vet-program-chart.pdf)

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

**Qualification:** A nationally recognised qualification: **11236NAT - Certificate III in Christian Ministry & Theology**

### Additional Requirements/ Information

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

Evolution Learning  
RTO: 45219

#### RTO Student Information:

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

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

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

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

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

### Future Pathways and Opportunities

<b>Complementary studies:</b>	<ul style="list-style-type: none"><li>Religion and Society</li><li>Texts and Traditions</li></ul>	
<b>Pathways:</b>	<ul style="list-style-type: none"><li>Certificate IV in Christian Ministry</li><li>Diploma of Christian Ministry</li><li>Advanced Diploma of Christian Ministry</li></ul>	
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"><li>Chaplain</li><li>Pastor</li></ul>	<ul style="list-style-type: none"><li>Youth Worker</li><li>Social Work</li></ul>

Units covered in the first year:			
Unit Code	Unit Name	Nominal Hours	Core or Elective
NAT11236001	Develop foundational knowledge of the Bible	75	C
NAT11237003	Develop and apply knowledge of key Christian beliefs	75	C
NAT11236002	Research Christian Scripture and Theology	60	E
NAT11236003	Study and present biblical topic	60	E
NAT11236004	Apply elementary strategies for biblical interpretation	60	E
NAT11236006	Support ministry activities	60	E
NAT11236008	Explain own beliefs to others	50	E
NAT11236010	Use basic communication skills in a ministry context	50	E
Total nominal hours		490	

\* These elective units have been chosen by Veta Youth for the completion of this qualification.

Additional Unit – Students will gain this unit upon the successful completion of this qualification.

Unit Code	Unit Name	Nominal Hours
NAT11236009	Communicate theology in everyday language	50

Course Component	Minimum Work Outline	Nominal Hours
Christian Community	30 weeks x 1 hour + Reflections + Self-Paced Personal Application	72
Intensives/Retreats	3 Intensives/Retreats x 25 hours + 3 x 2-hour Reflections + Self-Paced Personal Application	86
Ministry Placement	2 Ministry Placements + Self-Paced Planning, researching and establishing the Ministry Placement	118
Bible Engagement	30 weeks x 90 minute sessions + Self-Paced Research and Personal Application.	92
Mentoring	7 x Sessions + Reflections + Self-Paced Personal Application	22
Peer Group	30 weeks x 90 minute sessions facilitated by Peer Group Supervisor (PGS) + Seminar Preparation (Self-Paced Peer Group Preparation and completion of Learning Exercises)	150
Self-paced study	Included above.	
Total nominal hours		540

## service



**PLEASE NOTE: ALL APPLICATIONS FOR BOX HILL INSTITUTE ARE THROUGH BOX HILL INSTITUTE AND NOT THROUGH THE MULLUM CLUSTER – THIS INCLUDES ONGOING MANAGEMENT**

## CHC32015 Certificate III in Community Services

### Box Hill Institute

#### Course Aims

This qualification reflects the role of entry level community services workers who support individuals through the provision of person-centred services. Work may include day-to-day support of individuals in community settings or support the implementation of specific community-based programs.

At this level, work takes place under the direction of others and supervision may be direct or indirect. Work may take place in a range of community services organisations. After successfully completing this partial qualification, students will be eligible to apply directly into Certificate IV in Community Services with a number of credits to be applied.

#### Course Delivery - Location and Times

**Year 1:** Box Hill Institute, Whitehorse Campus – 1000 Whitehorse Road, Box Hill, Wednesday 9:30am – 1:00pm **OR** 1:30pm-5:00pm

**Year 2:** Box Hill Institute, Elgar Campus – 1000 Whitehorse Road, Box Hill, Wednesday 9:30am – 1:00pm **OR** 1:30pm-5:00pm

**Mode of Delivery:** 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](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

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

#### Additional Requirements/ Information

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

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

**OHS / Personal Protective Equipment:** There are no additional requirements.

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

**Work Placement:** Not mandated for completion of this partial qualification.

#### Future Pathways and Opportunities

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Health &amp; Human Development</li> <li>Psychology</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate IV in Community Services</li> <li>Certificate IV in Disability</li> <li>Certificate IV in Mental Health</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>This qualification may be used as a pathway for workforce entry as community service workers who provide a first point of contact and assist individuals in meeting their immediate needs. At this level, work takes place under direct, regular supervision within clearly defined guidelines.</li> </ul>



Units covered in the first year:			
Unit Code	Unit Name	Nominal Hours	Core or Elective
HLTWHS002	Follow safe work practices for direct client care	25	C
CHCCOM005	Communicate and work in health or community services	30	C
CHCDIV001	Work with diverse people	40	C
HLTWHS006	Manage personal stressors in the work environment	25	C
VU22448	Work effectively with a national disability insurance scheme participant	40	E
CHCCCS015	Provide individualised support	30	E
Total nominal hours		190	

Units covered in the second year:				
Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or Elective
CHCCCS016	Respond to client needs	Portfolio 07	60	C
CHCCDE003	Work within a community development framework	Work Performance 01	65	E
CHCCDE004	Implement participation and engagement strategies	Portfolio 08	85	E
Total nominal hours			210	

**service**



# community services



## CHC32015 Certificate III in Community Services

### Cire Services

#### Course Aims

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

#### Course Delivery - Location and Times

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

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

**Mode of Delivery** Classroom/workshop simulation

**Duration:** 2 years part time

#### On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

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

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

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

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

#### Additional Requirements/ Information

<b>Name of RTO &amp; Provider of Qualification:</b> Cire Services TOID: 4150 <b>RTO Student Information:</b> Please refer to <a href="http://www.mullumvetcluster.com.au">www.mullumvetcluster.com.au</a> for student rights and responsibilities while on campus.	<b>OHS / Personal Protective Equipment:</b> N/A <b>Excursions:</b> Yes <b>Work Placement:</b> Students are required to undertake a total of 80 hours of structured workplace learning over the two years of the program, that being 40 hours each year. The host school organises the students SWL placements with support from Cire Training if needed. <b>Other:</b> NA
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#### Future Pathways and Opportunities

<b>Complementary studies:</b>	<ul style="list-style-type: none"><li>Health &amp; Human Development</li><li>Certificate IV in Community Services</li><li>Certificate IV in Disability</li><li>Certificate IV in Mental Health</li></ul>	<ul style="list-style-type: none"><li>Psychology</li><li>Certificate III in Individual Support</li><li>Certificate IV in Early Childhood Education and Care</li></ul>	<ul style="list-style-type: none"><li>Certificate IV in Alcohol and Other Drugs</li><li>Diploma of Community Services</li><li>Bachelor of Social Work</li></ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"><li>Aged Care Attendant</li><li>Health Care Counsellor</li><li>Youth Worker</li></ul>	<ul style="list-style-type: none"><li>Community development</li><li>Case Manager</li></ul>	

Units covered in the first year:			
Unit Name	Unit Code	Nominal Hours	Core or Elective
CHCCOM005	Communicate and work in health or community services	30	C
CHCDIV001	Work with diverse people	40	C
CHCGRP001	Support Group Activities	30	E
HLTWHS002	Follow safe work practices for direct client care	25	C
HLTWHS006	Manage personal stressors in the workplace	25	C
CHCCOM001	Provide first point of contact	35	E
CHCVOL001	Be an effective volunteer	25	E
Total nominal hours		210	

Units covered in the second year:			
Unit Name	Unit Code	Nominal Hours	Core or Elective
CHCCCS016	Respond to client needs	60	C
BSBWOR301	Organise personal work priorities and development	30	E
CHCCDE003	Work within a community development framework	65	C
CHCCDE004	Implement participation and engagement strategies	85	C
CHCAGE001	Facilitate empowerment of older people	50	E
Total nominal hours		290	

**service**



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

## CHC22015 Certificate II in Community Services Swinburne University of Technology

### Course Aims

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

### Course Delivery - Location and Times

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

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

**Duration:** 1 year part time

### On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCAA Get VET resource: [VCE-VET-program-chart.pdf](http://www.vcaa.vic.edu.au/getvet)

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

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

### Additional Requirements/ Information

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

Swinburne University of Technology  
(TOID 3059)

#### RTO Student Information:

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

**Clothing and Equipment:** NA

**Excursions:** Possible off-campus activity

**Work Placement:** Volunteer work is required.

### Future Pathways and Opportunities

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Health and Human Development</li> </ul>	<ul style="list-style-type: none"> <li>Psychology</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III in Individual Support *</li> <li>Certificate IV in Community Services</li> <li>Certificate IV in Mental Health</li> </ul> <p>* Course not offered by Swinburne University of Technology.</p>	<ul style="list-style-type: none"> <li>Certificate IV in Youth Work</li> <li>Diploma of Community Services</li> <li>Diploma of Nursing</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Aged Care Attendant</li> <li>Social Worker</li> <li>Disability Work</li> </ul>	<ul style="list-style-type: none"> <li>Welfare Worker</li> <li>Youth Worker</li> </ul>

## Units covered:

Unit Code	Unit Name	Nominal Hours	Core or Elective
CHCCOM001	Provide first point of contact	35	C
CHCCOM005	Communicate and work in health or community services	30	C
CHCDIV001	Work with diverse people	40	C
BSBWOR201	Manage personal stress in the workplace	40	E

Unit Code	Unit Name	Nominal Hours	Core or Elective
CHCVOL001 *	Be an effective volunteer	25	E
HLTWHS001	Participate in workplace health and safety	20	C
FSKLRG09	Use strategies to respond to routine workplace problems	15	E
FSKOCM07	Interact effectively with others at work	10	E
BSBWOR202	Organise and complete daily work activities	20	C
• Requires a volunteer work placement			
Total nominal hours		235	

service



# computer assembly and repair

## UEE20520 Certificate II in Computer Assembly and Repair

### Ringwood Training

#### Course Aims

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

#### Course Delivery - Location and Times

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

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

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

**Duration:** 2 years part time

#### On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCAA Get VET resource: [VCE-VET-program-chart.pdf](https://www.vcaa.vic.edu.au/get-vet)

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

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

#### Additional Requirements/ Information

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

Ringwood SC (Ringwood Training)

RTO: 22475

##### RTO Student Information:

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

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

**Work Placement:** Not required.

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

#### Future Pathways and Opportunities

<b>Pathways:</b>	<ul style="list-style-type: none"><li>Certificate III in Information, Digital Media and Technology</li></ul>	<ul style="list-style-type: none"><li>Certificate IV in Information Technology</li></ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"><li>Junior systems administrator</li><li>Level 1 and level 2 helpdesk technician</li><li>Hardware support technician</li></ul>	



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
UEECD0016	Document and apply measures to control WHS risks associated with electrotechnology work	20	C
UEECD0027	Participate in development and follow a personal competency development plan	20	C
UEECS0003	Assemble, set up and test computing devices	80	C
UEERE0001	Apply environmentally and sustainable procedures in the energy sector	20	C
ICTTEN203	Install and configure a home or small office network	20	E
Total nominal hours		180	

Units covered in the second year:			
Unit Code	Unit Name	Nominal Hours	Core or Elective
UEECD0019	Fabricate, assemble and dismantle utilities industry components	40	C
ICTTEN204	Install and configure a small to medium business network	60	E
ICTTEN205	Build and maintain a secure network	80	E
ICTICT214	Operate application software packages	60	E
UEECS0022	Install and configure a client computer operating system	40	E
UEEEEC0060	Repair basic electronic apparatus faults by replacement of components	40	E
Total nominal hours		320	

## technology



## SIT20421 Certificate II in Cookery

### Aquinas College

#### Course Aims

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

#### Course Delivery - Location and Times

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

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

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

**Duration:** 2 years part time

#### On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCAA Get VET resource: [VCE-VET-program-chart.pdf](https://www.vcaa.vic.edu.au/getvet)

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

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

#### Additional Requirements/ Information

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

Aquinas College

RTO: 22340

##### RTO Student Information:

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

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

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

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

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

#### Future Pathways and Opportunities

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

## Units covered in the first year:

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

## Units covered in the second year:

Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or Elective
SITHCCC028	Prepare appetisers and salads	Portfolio 07	25	C
SITHCCC029	Prepare stocks, sauces and soups	Portfolio 07	35	C
SITHCCC030	Prepare vegetable, fruit, egg and farinaceous dishes	Portfolio 08	45	C
SITHCCC034	Work effectively in a commercial kitchen	Work Performance 01	60	C
<b>Total nominal hours</b>			<b>170</b>	

**service**



## Course Aims

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

## Course Delivery - Location and Times

**Year 1:** Belgrave Heights Christian School, Wattle Valley Road, Belgrave. Wednesday 1:30pm-5:00pm

**Year 2:** Belgrave Heights Christian School, Wattle Valley Road, Belgrave. Wednesday 9:00am-1:00pm

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

**Duration:** 2 years part time

**On successful completion of this program the student will receive credit towards VCE, VCE VM.**

**Student must be 16 years old or older to undertake this course.**

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](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

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

## Additional Requirements/ Information

### Name of RTO & Provider of Qualification:

iVET Institute

RTO: 32275

### RTO Student Information:

Please refer to Mullum Cluster website

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

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

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

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

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

## Future Pathways and Opportunities

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

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

Units covered in the second year:				
Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or Elective
SITHCCC028	Prepare appetisers and salads		25	E
SITHCCC029	Prepare stocks, sauces and soups		35	E
SITHCCC030	Prepare vegetables, fruit, eggs and farinaceous dishes		45	E
SITHCCC034	Work effectively in a commercial kitchen		60	C
Total nominal hours			170	

## service



#### Course Aims

This qualification provides students with the knowledge and skills across a variety of hospitality areas leaving flexibility in the field students can gain employment. Students will learn how to carry out a range of hands-on practical skills to prepare them for working in the industry.

#### Course Delivery - Location and Times

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

Cire Services, Level 1, 7-9 John Street, Lilydale. Friday 9:00am - 2:30pm

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

Cire Services, Level 1, 7-9 John Street, Lilydale. Friday 9:00am - 2:30pm

**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](https://www.vcaa.vic.edu.au/getvet)

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

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

#### Additional Requirements/ Information

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

Cire Services

TOID: 4150

##### RTO Student Information:

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

**OHS / Personal Protective Equipment:** Uniform is required and cost will be advised as part of the Fees required. Uniforms will be ordered in Term 1.

**Excursions:** Yes

**Work Placement:** NA

**Other:** NA

#### Future Pathways and Opportunities

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Business Studies</li> </ul>	
<b>Pathways:</b>	This qualification provides a pathway to work, and/or further study in the community services sector. Potential further study pathways include: <ul style="list-style-type: none"> <li>Certificate III in Commercial Cookery</li> <li>Certificate IV in Kitchen Management</li> </ul>	
<b>Possible Future Career Opportunities:</b>	A range of employment opportunities including: <ul style="list-style-type: none"> <li>Catering Assistant</li> <li>Food Services Assistant</li> </ul>	<ul style="list-style-type: none"> <li>Sandwich Hand</li> <li>Barista</li> </ul>



Units covered over the TWO years:			
Unit Code	Unit Name	Nominal Hours	Core or Elective
SITHCCC023	Use food preparation equipment	25	C
SITHCCC027	Prepare dishes using basic methods of cookery	45	C
SITHCCC034	Work effectively in a commercial kitchen	60	C
SITHKOP009	Cleanse kitchen premises and equipment	13	C
SITXFSA005	Use hygienic practices for food safety	15	C
SITXINV006	Receive, store and maintain stock	20	C
SITXWHS005	Participate In safe work practices	12	C
SITHCCC024	Prepare and present simple dishes	25	E
SITHCCC025	Prepare and present sandwiches	10	E
SITHCCC028	Prepare appetisers and salads	25	E
SITHCCC029	Prepare stocks, sauces and soups	35	E
SITHCCC030	Prepare vegetables, fruit, eggs and farinaceous dishes	50	E
SITXFSA006	Participate in food handling practises	40	E
Total nominal hours		180	

**service**



## SIT20421 Certificate II in Cookery William Angliss Institute

### Course Aims

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

### Course Delivery - Location and Times

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

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

- **Term 2 and 3:** 1:30pm-6:30pm

**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](https://www.vcaa.vic.edu.au/getvet/)

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

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

### Additional Requirements/ Information

<p><b>Name of RTO &amp; Provider of Qualification:</b> William Angliss Institute RTO: 3045</p> <p><b>RTO Student Information:</b> Please refer to <a href="https://www.angliss.edu.au/siteassets/pdf-files/policy/student-code-of-conduct.pdf">https://www.angliss.edu.au/siteassets/pdf-files/policy/student-code-of-conduct.pdf</a> and <a href="http://www.mullumvetcluster.com.au">www.mullumvetcluster.com.au</a> for student rights and responsibilities whilst on campus.</p> <p><b>Excursions:</b> NA</p> <p><b>Work Placement:</b> Not required.</p>	<p><b>OHS / Personal Protective Equipment:</b> Students are required to purchase Cookery Chef Uniform as well as possess the following clothing requirements:</p> <table border="1" data-bbox="794 1294 1509 1429"> <tr> <td>Black shoes</td><td>Slip-resistant clogs or quality close-toed comfortable shoes.</td></tr> <tr> <td colspan="2">Black or white socks</td></tr> </table> <p><b>Other:</b> Please note this course is subject to change.</p>	Black shoes	Slip-resistant clogs or quality close-toed comfortable shoes.	Black or white socks	
Black shoes	Slip-resistant clogs or quality close-toed comfortable shoes.				
Black or white socks					

### Future Pathways and Opportunities

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

## Units covered in the first year:

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

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

## Units covered in the second year:

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

\* Prerequisite – SITXFSA101 Use Hygiene practices for food safety

Unit Code	Unit Name	Nominal Hours	Core or Elective
SITHCCC028	Prepare appetisers and salads*	25	C
SITHCCC029	Prepare stocks, sauces and soups*	35	C
SITHCCC030	Prepare vegetable, fruit, egg and farinaceous dishes*	50	C
SITHCCC034	Work effectively in a commercial kitchen*	60	C
Total nominal hours		138	

## service



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

**CUA20220 Certificate II in Creative Industries (Screen and Media)**

**Swinburne University of Technology**

## Course Aims

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

## Course Delivery - Location and Times

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

**Mode of Delivery:** Classroom/Online

**Duration:** 1 year

## On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCAA Get VET resource: [VCE-VET-program-chart.pdf](#)

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

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

## Additional Requirements/ Information

<b>Name of RTO &amp; Provider of Qualification:</b> Swinburne University of Technology (TOID 3059) <b>RTO Student Information:</b> Please refer to <a href="http://www.swinburne.edu.au/policies-regulations/">http://www.swinburne.edu.au/policies-regulations/</a> and <a href="http://www.mullumvetcluster.com.au">www.mullumvetcluster.com.au</a> for student rights and responsibilities while on campus.	<b>Clothing and Equipment:</b> NA <b>Excursions:</b> NA <b>Work Placement:</b> Not required. <b>Other:</b> Current for 2025
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## Future Pathways and Opportunities

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>Art/Studio Arts</li> <li>Information Technology</li> </ul>	<ul style="list-style-type: none"> <li>Media Studies</li> <li>Visual Communications and Design</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>Certificate III/IV in Screen and Media</li> <li>Diploma/Advanced Diploma of Screen and Media</li> </ul>	<ul style="list-style-type: none"> <li>Bachelor of Design</li> <li>Bachelor of Communication (Media)</li> <li>Bachelor of Screen Production</li> <li>Bachelor of Creative Industries *</li> </ul> <p>*Course not offered by Swinburne University of Technology</p>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>Film and Television</li> <li>Graphic Design</li> <li>Web Design</li> <li>Multimedia/Animation</li> </ul>	<ul style="list-style-type: none"> <li>Interior Design</li> <li>Industrial Design</li> <li>Photography</li> <li>Illustration</li> </ul>

## Units covered in the first year:

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

**creative**



# dance



## CUA20120 Certificate II in Dance with elements of CUA30120 Certificate III in Dance Ringwood Secondary College

### Course Aims

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

### Course Delivery - Location and Times

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

**Year 2:** Ringwood Secondary College, 55A Bedford Road, Ringwood. Wednesday 1:45pm – 5:00pm

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

**Duration:** 2 year program

### On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCAA Get VET resource: [VCE-VET-program-chart.pdf](https://www.vcaa.vic.edu.au/get-vet-program-chart.pdf)

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

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

### Additional Requirements/ Information

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

DTO – Dance Training Organisation

RTO: 45789

#### RTO Student Information:

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

**Work Placement:** Not required.

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

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

**Other:** NA

### Future Pathways and Opportunities

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



Units covered in the first year:			
Unit Code	Unit Name	Nominal Hours	Core or Elective
CUADAN211	Develop basic dance techniques (CUA20120)	20	C
CUAWHS111	Follow safe dance practices (CUA20120)	60	C
CUAWHS211	Develop a basic level of physical fitness for dance performance (CUA20120)	40	C
CUAPRF211	Prepare for live performance (CUA20120)	35	C
BSBTWK201	Work effectively with others (CUA20120 and CUA30120)	40	E
<b>Students must select 2 of the following units:</b>			
CUADAN213	Perform basic jazz dance techniques (CUA20120)	80	E
CUADAN215	Perform basic contemporary dance techniques (CUA20120)	45	E
CUADAN218	Perform basic street dance techniques (CUA20120)	45	E
CUADAN220	Perform basic lyrical dance techniques (CUA20120)	60	E

Units covered in the second year:				
Unit Code	Unit Name	Assessment Task	Nominal Hours	Core or Elective
CUADAN212	Incorporate artistic expression into basic dance performances (CUA20120)	Portfolio 07	45	C
CUAIND211	Develop and apply creative arts industry knowledge (CUA20120)	Portfolio 08	20	C
CUAPRF314	Develop audition techniques (CUA30120)	Portfolio 08	25	C
CUAPRF317	Develop performance techniques (CUA30120)	Portfolio 07	35	C
CUADAN315	Increase depth of jazz dance technique (CUA30120)		50	E
CUADAN316	Increase depth of ballet dance technique (CUA30120)		70	E

**creative**



# design fundamentals

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

**CUA30720 Certificate III in Design Fundamentals**

**Swinburne University of Technology**

## Course Aims

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

## Course Delivery - Location and Times

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

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

**Mode of Delivery:** Classroom/Online

**Duration:** 2 years part time

## On successful completion of this program the student will achieve credit towards VCE, VCE VM, VPC and Intermediate VCAL

All VET in school programs contribute units towards VCE and VCE VM. To confirm the number of units and if the program has a scored assessment and therefore a study score, please refer to the following VCAA Get VET resource: [VCE-VET-program-chart.pdf](#)

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

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

## Additional Requirements/ Information

<b>Name of RTO &amp; Provider of Qualification:</b> Swinburne University of Technology (TOID 3059) <b>RTO Student Information:</b> Please refer to <a href="http://www.swinburne.edu.au/policies-regulations/">http://www.swinburne.edu.au/policies-regulations/</a> and <a href="http://www.mullumvetcluster.com.au">www.mullumvetcluster.com.au</a> for student rights and responsibilities while on campus.	<b>Clothing and Equipment:</b> USB or external hard drive <b>Excursions:</b> NA <b>Work Placement:</b> Not required but recommended. <b>Other:</b> Current for 2025
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## Future Pathways and Opportunities

<b>Complementary studies:</b>	<ul style="list-style-type: none"><li>Visual Communications and Design</li></ul>	
<b>Pathways:</b>	<ul style="list-style-type: none"><li>Certificate IV in Design</li><li>Certificate IV in Screen and Media (online option)</li><li>Diploma of Graphic Design</li><li>Diploma of Visual Arts</li></ul>	<ul style="list-style-type: none"><li>Diploma of Visual Merchandising</li><li>Diploma of Interior Design</li><li>Diploma of Screen and Media</li><li>Advanced Diploma of Screen and Media</li><li>Advanced Diploma of Graphic Design</li></ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"><li>Graphic Designer</li><li>Interior Design</li><li>Multimedia/Animation</li><li>Web Design</li></ul>	<ul style="list-style-type: none"><li>Industrial Design</li><li>Photography</li><li>Illustration</li></ul>

## Units covered in the first year:

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

## Units covered in the second year:

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

# creative



**PLEASE NOTE: ALL APPLICATIONS FOR BOX HILL INSTITUTE ARE THROUGH BOX HILL INSTITUTE AND NOT THROUGH THE MULLUM CLUSTER – THIS INCLUDES ONGOING MANAGEMENT**

**CHC30121 - Certificate III in Early Childhood Education and Care – (Partial Completion)**

**Box Hill Institute**

## Course Aims

This VCE VET program is ideal for people who want to educate and care for young children. Students will learn relevant policies and procedures to ensure children's safety, promote inclusive practices and begin to develop the knowledge and skills to commence an exciting career in the early childhood education and care sector.

- The student's school is to support the student in securing Structured Workplace Learning in an ACECQA accredited centre that meets minimum standards.
- Students who wish to complete the full qualification have the option of enrolling in the remaining units beyond their secondary schooling.

## Course Delivery - Location and Times

**Year 1:** Box Hill Institute, Elgar Campus – 465 Elgar Road, Box Hill. Wednesday 9:00am – 12:30pm **OR** 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:** 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](http://www.vtac.edu.au) and/or [www.vcaa.vic.edu.au](http://www.vcaa.vic.edu.au)

**Qualification:** On successful completion of this program, students will be eligible for a statement of attainment towards the completion of: **CHC30121 - Certificate III in Early Childhood Education and Care (Partial Completion)**

## 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](http://www.mullumcluster.com) for student rights and responsibilities whilst on campus.

**OHS / Personal Protective Equipment:** NA

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

**Work Placement:** Structured Workplace Learning is required in Term 3-4 of Year 1 and again in Year 2. Students will be required to wear a Box Hill Institute Polo, which must be worn during practical sessions and structured workplace learning.

**Other:** **Students must be in Year 11 or 12** to participate in this course.

## Future Pathways and Opportunities

<b>Complementary studies:</b>	<ul style="list-style-type: none"> <li>• Food Technology</li> <li>• Health &amp; Human Development</li> </ul>	<ul style="list-style-type: none"> <li>• Psychology</li> </ul>
<b>Pathways:</b>	<ul style="list-style-type: none"> <li>• Certificate III in Early Childhood Education and Care <b>completion</b></li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Early Childhood and Care</li> <li>• Diploma of Early Childhood Education and Care</li> </ul>
<b>Possible Future Career Opportunities:</b>	<ul style="list-style-type: none"> <li>• To obtain employment as a Certificate III level educator you must be enrolled and working towards completion of the Certificate III Early Childhood Education and Care.</li> </ul>	<ul style="list-style-type: none"> <li>• Work settings may include preschools /kindergartens, long day care, out of hours school care, recreation and mobile care services.</li> </ul>

## Units covered in the first year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
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
CHCECE030	Support inclusion and diversity	63	C
Total nominal hours		188	

## Units covered in the second year:

Unit Code	Unit Name	Nominal Hours	Core or Elective
BSBPEF403	Lead personal development	40	E
CHCECE055	Meet legal and ethical obligations in children's education and care	60	C
CHCECE034	Use an approved learning framework to guide practice	80	C
HLTAID012	Provide first aid in an education and care setting	22	C
Total nominal hours		202	

# service

