

VET

VOCATIONAL EDUCATION & TRAINING 2023 HANDBOOK



**A GUIDE TO
SUBJECTS &
PROGRAMS
FOR STUDENTS
IN YEARS 10 & 11**

AUSTRALIAN QUALIFICATIONS FRAMEWORK (AQF)

Qualification type refers to the broad discipline-free nomenclature used in the AQF to describe each category of AQF qualification, for example, Senior Secondary Certificate of Education, Certificate III and Bachelor Degree. The key reasons why we have AQF qualifications are to ensure national recognition and consistency as well as common understanding across Australia of what defines each qualification.



LEVEL 01: Certificate I

LEVEL 02: Certificate II

LEVEL 03: Certificate III

LEVEL 04: Certificate IV

LEVEL 05: Diploma

LEVEL 06: Advanced Diploma, Associate Degree

LEVEL 07: Bachelor Degree

LEVEL 08: Bachelor Honours Degree,

Certificate Graduate, Graduate Diploma

LEVEL 09: Masters Degree

LEVEL 10: Doctoral Degree

Source: studyinaustralia.gov.au

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VOCATIONAL EDUCATION AND TRAINING (VET) PROGRAMS

What is Vocational Education and Training?

Vocational Education and Training (VET) programs combine general VCE, VM, VPC or VO studies with vocational training and experience.

Successful completion of a VET program provides students with the following:

- The opportunity for the VET program to contribute to two qualifications: a Victorian Certificate of Education (VCE), Vocational Major (VM) or the Victorian Pathways Certificate (VPC) issued by the Victorian Curriculum and Assessment Authority and a VET issued Certificate by a Registered Training Organisation (RTO).
- A Statement of Results issued by the Victorian Curriculum and Assessment Authority giving details of units completed in the VCE, VCE VM or VPC and modules/units of competence completed in the VET qualification.
- An enhanced Australian Tertiary Admission Rank (ATAR) which can improve access to further education.
- The ability to progress into further vocational education and training courses.
- Workplace experience and structured workplace learning (whilst this is not compulsory for all VET programs it is highly recommended).

In 2023, St Joseph's College will offer the following VET in Schools Programs. Please note that the following programs are not definitive, and more VET programs may become available.

VET – Fitness*	VET – Fitness*	VET – Fitness*	VET – Fitness*
VET – Information, Digital Media & Technology*	VET – Information, Digital Media & Technology*	VET – Information, Digital Media & Technology*	VET – Information, Digital Media & Technology*
VET - Music*	VET - Music*	VET - Music*	VET - Music*
VET - Allied Health	VET - Allied Health	VET - Allied Health	VET - Allied Health
VET - Animal Studies	VET - Animal Studies	VET - Animal Studies	VET - Animal Studies
VET – Applied Fashion Design & Technology	VET – Applied Fashion Design & Technology	VET – Applied Fashion Design & Technology	VET – Applied Fashion Design & Technology
VET - Automotive	VET - Automotive	VET - Automotive	VET - Automotive
VET – Beauty Services	VET – Beauty Services	VET – Beauty Services	VET – Beauty Services
VET - Building & Construction	VET - Building & Construction	VET - Building & Construction	VET - Building & Construction
VET – Conservation & Ecosystem Management	VET – Conservation & Ecosystem Management	VET – Conservation & Ecosystem Management	VET – Conservation & Ecosystem Management
VET - Design Fundamentals	VET - Design Fundamentals	VET - Design Fundamentals	VET - Design Fundamentals
VET - Engineering	VET - Engineering	VET - Engineering	VET - Engineering
VET – Horticulture	VET – Horticulture	VET – Horticulture	VET – Horticulture
VET – Salon Assistant	VET – Salon Assistant	VET – Salon Assistant	VET – Salon Assistant
VET - Kitchen Operations	VET - Kitchen Operations	VET - Kitchen Operations	VET - Kitchen Operations
VET - Hospitality	VET - Hospitality	VET - Hospitality	VET - Hospitality
VET – Makeup	VET – Makeup	VET – Makeup	VET – Makeup
VET – Community Services	VET – Community Services	VET – Community Services	VET – Community Services
VET - Plumbing	VET - Plumbing	VET - Plumbing	VET - Plumbing

* Program offered onsite at St Joseph's College.

Students value VET programs because of:

- Allows them to combine general and vocational studies which for many, provides a practical focus.
- Gives them direct experience of business and industry, which employers value in the selection.

Employers value VET programs because of:

- Contributes to the development of entry-level skills for their industry.
- Provides students with a practical and focused introduction to workplace requirements.
- Enables employers to use the program for selection purposes.
- Enables industry to influence educational programs in schools.
- Provides useful training and supervisory experience for existing employees.
- Enables industry to participate in local community networks.

Students interested in a VET program should discuss their options with **Mrs Adele Kennedy (TTC/VET Coordinator)**

All costs involved in completing a VET program are covered under the St Joseph's College Global Fee Policy.

Types of Vocational Education and Training Programs

VET Delivered to Secondary Students (VDSS)

Vocational Education & Training (VET) is a fully integrated component of the Victorian Certificate of Education (VCE), VCE Vocational Major (VCE VM) or the Victorian Pathways Certificate (VPC). This allows students to combine their VCE, VCE VM and VPC with targeted vocational training and experience in the workplace.

School-Based Apprenticeships & Traineeships Scheme (SBAT)

St Joseph's College, with the assistance of Sunraysia & Murray Group Training, MADEC, MAS and VECCI will support students wanting to apply for positions in the School-based Apprenticeship & Traineeship scheme. **(Please note: the college does not find employers for the students.)**

SBAT's can be offered in **any** industry area such as carpentry, hospitality, automotive, electrotechnology, engineering, business administration, retail and hairdressing. As long as the student can find an employer to hire them then an SBAT can be undertaken.

Arrangements can vary; depending on the employer and what suits the student's timetable. Students must average 13 hours per week of employment and training during school hours to satisfy the SBAT requirements. Students can also undertake a traineeship or apprenticeship outside of school hours and still receive credits towards their VCE or VCE VM or VPC program. This is known as a part-time apprenticeship or traineeship. Students should speak with the Careers Practitioner, Fiona Dimasi if they are interested in pursuing this option.

For further information please visit [VET in Schools and SBAT Information](#).

Policy and Procedure Information

Skills Recognition

Skills recognition is the process of attaining formal nationally accredited qualifications based on your valuable work history, previous study and life experiences. It is possible to use the skills recognition process to increase your employment opportunities. Any combination of formal or informal training, education and work or life experience can be considered relevant to achieving recognition for certificate or diploma level qualifications through this assessment process. The application involves the collection of evidence of relevant experience so that competencies can be assessed.

A Registered Training Organisation (RTO) then assesses this evidence. The RTO will be responsible for the final assessment outcome. There is no formal training required but after you have completed the skills recognition process you may then choose to undertake gap training is required to complete a Certificate or Diploma.

The Careers team at St Joseph's College will provide advice to help you select the course that is right for you. The friendly, experienced, supportive and qualified team will assist you to convert your valuable formal education, work and life experience into formal nationally accredited qualifications. You will be guided through the process of skills recognition or Recognition of Prior Learning (RPL) and be informed about what relevant evidence needs to be submitted with your application. Ongoing follow-up is provided to keep you informed.

Student Complaints and Appeals

The RTOs aim to resolve complaints honestly, fairly and without bias. The national VET Regulator (NVR) requires the RTO to define the complaints and appeals process that ensures learners' complaints and appeals are addressed effectively and efficiently. In addition to these requirements, the RTO must meet requirements under the Higher Education Support Act 2003. Please refer to the relevant RTO's website for their individual policies and procedures.

Student Code of Conduct

The purpose of any student code of conduct is to ensure the safety, equity and well-being of everyone at the relevant teaching and learning provider to be responsible for an educationally appropriate environment for students.

Students have rights and responsibilities as members of the relevant teaching and learning provider to ensure that all students are treated with respect and fairness and are provided with a supportive and stimulating learning environment to pursue their goals, the teaching and learning provider has outlined the following student expectations and responsibilities within their individual student code of conduct policies. Please refer to the relevant RTO's website for their individual policies and procedures.

VET in SCHOOLS – ALLIED HEALTH ASSISTANCE

Course Code: HLT33015

Location: Sunraysia Institute of TAFE Campus

Enrolment Type: VE1

Length of Program: 2 years

Nominal Hours: 465 hours

RTO: Sunraysia Institute of TAFE

RTO Number: 4693

Website: www.sunitafe.edu.au

Work Placement: 40 hours per year as a minimum (**Mandatory**)

COURSE AIMS

The Certificate III in Allied Health Assistance enables you to provide supervised assistance to allied health professionals, without conducting programs or therapeutic interventions. You will learn the skills, which will allow you to support patient therapy in a specialised area as well as all the safety, communication, and personal skills to make sure you are confident and competent in a demanding workplace.

PATHWAYS

The VCAA recommends study at the lower levels to develop industry foundation skills before moving to higher-level qualifications.

Certificate IV	HLT43015 Certificate IV in Allied Health Assistance
Diploma	HLT54115 Diploma of Nursing HLT51015 Diploma of Paramedical Science
Advanced Diploma	HLT64115 Advanced Diploma of Nursing
Higher Education	Bachelor of Nursing Bachelor of Health Science Bachelor of Science Bachelor of Medical Imaging Bachelor of Occupational Therapy

POSSIBLE EMPLOYMENT

This qualification could lead to employment into an Allied Health Assistance role such as Allied Health Assistant, Medical Imaging Assistant, Occupational Therapy Assistant, Physiotherapist Assistant and Podiatrist Assistant.

COURSE METHOD OF ASSESSMENT

The following range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams. To achieve this qualification, the candidate must have completed **mandatory 80 hours** of Structured Work Placement as detailed in the Assessment Requirements of the units of competency.

DISCLAIMER

Information correct at the time of printing. Please contact Ms Fiona Dimasi or Mrs Adele Kennedy to discuss further requirements.

Course Code: ACM20117

Location: Online plus compulsory workshops in Wangaratta

Enrolment Type: VES

Length of Program: 2 years

Nominal Hours: 520 hours

RTO: Goulburn Ovens Institute of TAFE

RTO Number: 3094

Website: <http://www.gotafe.vic.edu.au>

Work placement: 40 hours per year as a minimum (**Recommended**).

COURSE AIMS

The Certificate II in Animal Studies is your entry point for the animal care and management industry. You will learn how to provide basic care for domestic animals, assist with health care and work in an animal care environment as well as safety and workplace communication.

PATHWAYS

This qualification is the preferred pathway into the following:

Certificate III	ACM30117 Certificate III in Animal Studies ACM30417 Certificate III in Companion Animal Services
Certificate IV	ACM40317 Certificate IV in Companion Animal Services ACM40412 Certificate IV in Veterinary Nursing
Diploma	ACM50512 Diploma of Veterinary Nursing (General Practice) ACM50117 Diploma of Animal Technology
Higher Education	Bachelor of Animal and Veterinary Bioscience Bachelor of Zoology and Animal Science

POSSIBLE EMPLOYMENT

This qualification could lead to employment as a pet shop attendant, veterinary nurse assistant/trainee, kennel or cattery hand or animal shelter attendant. You will gain employability skills but you will also be equipped with the knowledge to proceed into further education in this area. You might like to think about extending your skill set and undertaking the Certificate III in Companion Animal Services.

COURSE METHOD OF ASSESSMENT

The following range of assessment methods will be used: module theory assessments, tests and practical skill demonstration.

DISCLAIMER

Information correct at the time of printing. Please contact Ms Fiona Dimasi or Mrs Adele Kennedy to discuss further requirements.

VET in SCHOOLS – AUTOMOTIVE VOCATIONAL PREPARATION

Course Code: AUR20716

Location: Sunraysia Institute of TAFE Campus

Enrolment Type: VE1

Length of Program: 2 years

Nominal Hours: 375 hours

RTO: Sunraysia Institute of TAFE

RTO Number: 4693

Website: www.sunitafe.edu.au

Work placement: 40 hours per year as a minimum (**Highly Recommended**).

COURSE AIMS

If you are planning a career in the automotive industry, this course is the perfect place to start. Through this qualification, you will gain some familiarity with the automotive industry and the ability to perform a limited range of tasks, relating to the inspection of the mechanical components and systems of vehicles. You will also be able to perform some minor maintenance and repairs on the body of a vehicle. This qualification offers a solid base for you to undertake work and further training, in the broader automotive industry.

PATHWAYS

This qualification is the preferred pathway into the following:

Certificate III	AUR30616 Certificate III in Light Vehicle Mechanical Technology AUR31116 Certificate III in Heavy Commercial Vehicle Mechanical Technology
Certificate IV	AUR40616 Certificate IV in Automotive Electrical Technology AUR40316 Certificate IV in Motorsport Technology
Diploma	AUR50216 Diploma of Automotive Technology AUR50316 Diploma of Motorsport Sport Technology

POSSIBLE EMPLOYMENT

This qualification could lead to employment as an Automotive Apprentice.

COURSE METHOD OF ASSESSMENT

The following range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams.

DISCLAIMER

Information correct at the time of printing. Please contact Ms Fiona Dimasi or Mrs Adele Kennedy to discuss further requirements.

Course Code: SHB30115

Location: St Joseph’s College, Mercy Campus, Riverside Trade Training Centre

Enrolment Type: VE1

Length of Program: 2 years

Nominal Hours: 516 hours

RTO: To be confirmed

RTO Number: To be confirmed

Work placement: 40 hours per year as a minimum (**Highly Recommended**).

COURSE AIMS

The Certificate III in Beauty Services is your entry into a career in the beauty industry. You will learn to create nail art, assess and advise your clients about their beauty needs, to design and apply makeup and to give the perfect manicure and pedicure as well as all the safety, retail and customer service skills you will need to succeed in this rewarding industry.

PATHWAYS

This qualification enables students to pathway into the following:

Certificate III	SHB30315 Certificate III in Nail Technology SHB30215 Certificate III in Make-up
Certificate IV	SHB40115 Certificate IV in Beauty Therapy BSB42515 Certificate IV in Small Business Management
Diploma	SHB50115 Diploma in Beauty Therapy SHB50216 Diploma in Salon Management

POSSIBLE EMPLOYMENT

This qualification could lead to employment as a beautician; nail technician, skin care or make-up retail assistant, make-up artist or beauty merchandiser. You will gain employability skills but you will also be equipped with the knowledge to proceed into further study in this area. You might like to think about adding to your skill set by undertaking the Certificate IV in Beauty Therapy or even the Certificate IV in Small Business Management

COURSE METHOD OF ASSESSMENT

The following range of assessment methods will be used: module theory assessments, tests and practical skill demonstrations.

DISCLAIMER

Information correct at the time of printing. Please contact Ms Fiona Dimasi or Mrs Adele Kennedy to discuss further requirements.

Course Code: 22338VIC

Location: Sunraysia Institute of TAFE Campus

Enrolment Type: VE1

Length of Program: 2 years

Nominal Hours: 378 hours

RTO: Sunraysia Institute of TAFE

RTO Number: 4693

Website: www.sunitafe.edu.au

Work Placement: 40 hours per year minimum (**Highly Recommended**).

COURSE AIMS

The Certificate II in Building and Construction (Carpentry) is a pre-apprenticeship course that can help gain an apprenticeship in the building industry. It involves both theory and practical skills in building and construction, with an emphasis on carpentry. Including an introduction to the industry and workplace safety, as well, as how to perform industry calculations, scaffolding, operate elevated work platforms use carpentry hand and power tools preparing you for the workforce or allowing you to improve on existing skills.

PATHWAYS

The program offers partial completion of the pre-apprenticeship. This qualification enables students to pathway into the following:

Certificate III	Certificate III in Carpentry Certificate III in Carpentry and Joinery
Certificate IV	CPC40110 Certificate IV in Building and Construction (Building) CPC40611 Certificate IV in Building and Construction (Specialist Trades)
Diploma	CPC50210 Diploma of Building and Construction (Building) CPC50308 Diploma of Building and Construction (Management)

POSSIBLE EMPLOYMENT

Registered builder, project manager, other building construction trades such as a plasterer, tiler, bricklayer or stonemason.

COURSE METHOD OF ASSESSMENT

The following range of assessment methods will be used: module theory assessments: tests and practical skill demonstration.

DISCLAIMER

Information correct at the time of printing. Please contact Ms Fiona Dimasi or Mrs Adele Kennedy to discuss further requirements.

Course Code: CHC32015

Location: Sunraysia Institute of TAFE Campus

Enrolment Type: VE1

Length of Program: 2 years

Nominal Hours: 495 hours

RTO: Sunraysia Institute of TAFE

RTO Number: 4693

Website: www.sunitafe.edu.au

Work Placement: 60 hours per year as a minimum **(Mandatory)**.

COURSE AIMS

The Certificate III in Community Services offers students the opportunity to learn about the community services sector and explore specific contexts of work. Skills will be developed in communication, working with diversity, workplace health and safety, administration support, and support children's well-being, learning and development.

PATHWAYS

This qualification enables students to pathway into the following:

Certificate III	CHC30113 Certificate III in Early Childhood Education and Care
Certificate IV	CHC42015 Certificate IV in Community Services
Diploma	CHC50113 Diploma of Early Childhood Education and Care
Higher Education	Bachelor of Early Childhood Education and Bachelor of Early Learning

POSSIBLE EMPLOYMENT

This qualification could lead to employment as a Child Care Assistant, Playgroup Supervisor, Family Day Care Worker or Child Care Worker, as well as entry-level employment for community services workers.

COURSE METHOD OF ASSESSMENT

The following range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams. To achieve this qualification, the candidate must have completed mandatory 120 hours of Structured Work Placement as detailed in the Assessment Requirements of the units of competency.

DISCLAIMER

Information correct at the time of printing. Please contact Ms Fiona Dimasi or Mrs Adele Kennedy to discuss further requirements.

Course Code: CUA30715

Enrolment Type: VE3

Nominal Hours: 525 hours

RTO Number: 4693

Work Placement: 40 hours per year minimum (**Highly Recommended**).

Location: Sunraysia Institute of TAFE Campus

Length of Program: 2 years

RTO: Sunraysia Institute of TAFE

Website: www.sunitafe.edu.au

COURSE AIMS

Are you looking to delve into the world of design, but need a solid foundation of guiding principles? The Certificate III in Design Fundamentals course is the learning pathway that you need. The Certificate III in Design Fundamentals will allow you to progress towards in-depth courses in visual arts and graphic design, as well as providing an excellent basis for seeking work in a wide range of design industry areas.

PATHWAYS

This qualification will prepare you for learning at higher levels across a broad range of art and design disciplines. You may wish to consider the Diploma of Graphic Design, the Diploma of Visual Art, and Certificate IV in Interactive Digital Media or the Certificate IV in Photo Imaging.

This qualification enables students to pathway into the following:

Certificate IV	CUA41115 Certificate IV in Photography and Photo Imaging CUA40715 Certificate IV in Design
Diploma	CUA50715 Diploma of Graphic Design CUA50915 Diploma of Photography Imaging
Higher Education	Bachelor of Design

POSSIBLE EMPLOYMENT

This qualification could lead to employment in a junior role in the design industry. You will gain the skills and experience to move into further education in this field.

COURSE METHOD OF ASSESSMENT

The following range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams.

DISCLAIMER

Information correct at the time of printing. Please contact Ms Fiona Dimasi or Mrs Adele Kennedy to discuss further requirements.

Course Code: 22470VIC

Location: Sunraysia Institute of TAFE Campus

Enrolment Type: VE1

Length of Program: 2 years

Nominal Hours: 450 hours

RTO: Sunraysia Institute of TAFE

RTO Number: 4693

Website: www.sunitafe.edu.au

Work Placement: 40 hours per year minimum (**Highly Recommended**).

COURSE AIMS

This course is aimed at secondary school students aspiring to enter the building and engineering industry as a trainee or apprentice. This is a pre-employment course and is regarded as the most suitable way to gain employment in the engineering industry.

PATHWAYS

Certificate II in Engineering Studies will assist students in pursuing a career in the engineering, manufacturing or related industries through vocational or higher education pathways. Apprenticeships and traineeships can lead into a range of careers in design, manufacture, installation and repair of a wide range of products. Further study options would be Certificate III in Engineering.

POSSIBLE EMPLOYMENT

This qualification could lead to employment as an apprentice in either mechanical or fabrication trade. This qualification also enables students to pathway into the following:

Certificate III	MEM30305 Certificate III in Engineering – Fabrication Trade MEM30205 Certificate III in Engineering – Mechanical Trade
Certificate IV	MEM40105 Certificate IV in Engineering
Diploma	MEM50198 Diploma of Engineering – Advanced Trade
Higher Education	Associate Degree in Engineering

COURSE METHOD OF ASSESSMENT

The following range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams.

DISCLAIMER

Information correct at the time of printing. Please contact Ms Fiona Dimasi or Mrs Adele Kennedy to discuss further requirements.

Course Code: SIS30315

Location: St Joseph’s College, Enright & Mercy Campuses

Enrolment Type: VFE

Length of Program: 2 years

Nominal Hours: 553 hours

RTO: Foundation Education

RTO Number: 22557

Website: www.foundationeducation.edu.au

Work Placement: 30 hours is **Mandatory** in the second year of the course.

COURSE AIMS

You will gain a comprehensive understanding of fitness and training fundamentals including anatomy and physiology principles, healthy eating information, as well as planning and delivering gym and training programs. With your new Certificate III in Fitness, you will be able to assist new gym members to use equipment and lead small group classes through basic programming. This program is delivered through an auspice arrangement with Australian Institute of Personal Trainers Pty Ltd.

ENTRY REQUIREMENTS

This course is open to Years 10 and 11 students.

PATHWAYS

This qualification enables students to pathway into:

Certificate IV	SIS40215 Certificate IV in Fitness
Diploma	SIS50215 Diploma of Fitness
Higher Education	Bachelor of Exercise Science (Sports Practice) Bachelor of Sport Science (Human Movement)

POSSIBLE EMPLOYMENT

Some possible occupations that could eventuate from studies in fitness are Fitness Instructor or Health Promotion Officer.

COURSE METHOD OF ASSESSMENT

The following range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams. To achieve this qualification, the candidate must have completed **mandatory 30 hours** of Structured Work Placement as detailed in the Assessment Requirements of the units of competency.

DISCLAIMER

Information correct at the time of printing. Please contact Ms Fiona Dimasi or Mrs Adele Kennedy to discuss further requirements.

VET in SCHOOLS – SALON ASSISTANT

Course Code: SHB20216

Location: St Joseph’s College, Mercy Campus, Riverside Trade Training Centre

Enrolment Type: VES

Length of Program: 1 year

Nominal Hours: 355 hours

RTO: Australian Institute of Education and Training

RTO Number: 121314

Website: <https://www.aiet.edu.au/vet-in-schools>

Work Placement: 40 hours as a minimum **(Mandatory)**.

COURSE AIMS

This course allows students to develop their creative and practical skills within a real salon setting. The program is very hands-on and focused on developing employability skills. Learn how to prepare clients for salon services, safe use of hairdressing tools and equipment, hair styling techniques and products, all whilst gaining knowledge of the hairdressing industry. This program is delivered through an auspice arrangement with Australian Institute of Education and Training.

PATHWAYS

This qualification enables students to pathway into the following:

Certificate III	SHB30416 Certificate III in Hairdressing SHB30516 Certificate III in Barbering
Certificate IV	SHB40216 Certificate IV in Hairdressing BSB42515 Certificate IV in Small Business Management
Diploma	SHB50216 Diploma in Salon Management

POSSIBLE EMPLOYMENT

This qualification could lead to employment as a professional hairdresser or stylist in a salon or home business. You will gain employability skills but you will also be equipped with the knowledge to proceed into further education in this area.

COURSE METHOD OF ASSESSMENT

The following range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams. To achieve this qualification, the candidate must have completed mandatory 40 hours of Structured Work Placement as detailed in the Assessment Requirements of the units of competency.

DISCLAIMER

Information correct at the time of printing. Please contact Ms Fiona Dimasi or Mrs Adele Kennedy to discuss further requirements.

Course Code: SIT20316

Location: St Joseph’s College, Mercy Campus, Riverside Trade Training Centre

Enrolment Type: VE1

Length of Program: 2 years

Nominal Hours: 385 hours

RTO: IVET

RTO Number: 40548

Website: <https://ivetinstitute.com.au>

Work Placement: 40 hours per year as a minimum **(Mandatory)**.

COURSE AIMS

This course reflects the role of individuals who have a defined and limited range of hospitality operational skills and basic industry knowledge. They are involved in mainly routine repetitive tasks and work under direct supervision.

This program is delivered through an auspice arrangement with IVET.

PATHWAYS

This qualification enables students to pathway into the following:

Certificate III	SIT30616 Certificate III in Hospitality SIT30716 Certificate III in Hospitality (Restaurant Front of House)
Certificate IV	SIT40416 Certificate IV in Hospitality
Diploma	SIT50416 Diploma in Hospitality Management
Higher Education	Bachelor of Business (Tourism and Hospitality) Bachelor of Commerce (Tourism and Hospitality)

POSSIBLE EMPLOYMENT

This qualification could lead to employment as a Chef, Food & Beverage Attendant or Hotel Manager.

COURSE METHOD OF ASSESSMENT

The following range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams. To achieve this qualification, the candidate must have completed **mandatory 80 hours** of Structured Work Placement as detailed in the Assessment Requirements of the units of competency.

DISCLAIMER

Information correct at the time of printing. Please contact Ms Fiona Dimasi or Mrs Adele Kennedy to discuss further requirements.

Course Code: SIT20416

Location: St Joseph’s College, Mercy Campus, Riverside Trade Training Centre

Enrolment Type: VES

Length of Program: 2 years

Nominal Hours: 380 hours

RTO: IVET

RTO Number: 40548

Website: <https://ivetinstitute.com.au>

Work Placement: 40 hours per year minimum **(Mandatory)**.

COURSE AIMS

The Certificate II in Kitchen Operations is your entry into the dynamic field of food preparation. You will learn how to work effectively in a kitchen setting, as well as the basics of food planning and preparation in a supportive kitchen environment. You will also have the chance to participate in service in our Mercy Cafe as a part of your study. This program is delivered through an auspice arrangement with IVET.

PATHWAYS

This qualification enables students to pathway into the following:

Certificate III	SIT30916 Certificate III in Catering Operations SIT30816 Certificate III in Commercial Cookery SIT31016 Certificate III in Patisserie
Certificate IV	SIT40616 Certificate IV in Catering Operations SIT40516 Certificate IV in Commercial Cookery SIT40716 Certificate IV in Patisserie
Diploma	SIT50416 Diploma of Hospitality Management
Higher Education	Bachelor of Business (Tourism and Hospitality) Bachelor of Commerce (Tourism and Hospitality)

POSSIBLE EMPLOYMENT

This qualification could lead to employment as a Chef, Food & Beverage Attendant or Hotel Manager.

COURSE METHOD OF ASSESSMENT

The following range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams. To achieve this qualification, the candidate must have completed mandatory 80 hours of Structured Work Placement as detailed in the Assessment Requirements of the units of competency.

DISCLAIMER

Information correct at the time of printing. Please contact Ms Fiona Dimasi or Mrs Adele Kennedy to discuss further requirements.

Course Code: CUA30915

Enrolment Type: VES

Nominal Hours: 490 hours

RTO Number: 50392

Work Placement: 40 hours per year minimum (**Recommended**).

Location: St Joseph’s College, Enright Campus

Length of Program: 2 years

RTO: Australian Centre for Advanced Studies Inc.

Website: www.cosamp.com.au

COURSE AIMS

Certificate III in Music Industry - Music Performance Specialisation: provides students with the opportunity to apply a broad range of knowledge and skills in varied work contexts in the music industry. Depending on the electives chosen, Unit 1 and 2 include making a music demo, composing simple songs or musical pieces and preparing for performances. Units 3 and 4 offer scored assessment and include units such as developing improvisation skills, applying knowledge of genre to music making and performing music as part of a group or as a soloist. This program is delivered through an auspice arrangement with the College of Sound and Music Production, Member College of the Australian Centre for Advanced Studies.

PATHWAYS

This qualification enables students to pathway into the following:

Certificate IV	CUA40915 Certificate IV in Music Industry
Diploma	CUA50815 Diploma of Music Industry
Higher Education	Bachelor of Music Bachelor of Arts (Music Industry) Bachelor of Creative Technology (Audio Engineering and Sound Production)

POSSIBLE EMPLOYMENT

Completion of the Certificate III in Music Industry prepares students for work in the music industry, in areas such as performance, event management and music promotions. With additional training and experience, potential employment opportunities may include professional musician, songwriter, composer, arranger, copier, promoter, teacher, and instrumentalist.

COURSE METHOD OF ASSESSMENT

The following range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams.

DISCLAIMER

Information correct at the time of printing. Please contact Ms Fiona Dimasi or Mrs Adele Kennedy to discuss further requirements.

Course Code: 22304VIC

Enrolment Type: VES

Nominal Hours: 492 hours

RTO Number: 4693

Work Placement: 40 hours per year minimum (**Highly Recommended**).

Location: Sunraysia Institute of TAFE Campus

Length of Program: 2 years

RTO: Sunraysia Institute of TAFE

Website: www.sunitafe.edu.au

COURSE AIMS

The Certificate II in Plumbing (Pre-apprenticeship) could be a vital first step to working as a plumber, in either industry or perhaps running your own business. This is a comprehensive course based on hands-on experiences involving both theory and practical skills. It aims to help you to develop a basic insight into working within a licensed trade area and the associated responsibilities, equipping students with the skills and knowledge an employer looks for when hiring an apprentice.

PATHWAYS

This course provides students with the basic knowledge and skills to seek an apprenticeship in plumbing.

POSSIBLE EMPLOYMENT

Possible employment opportunities are a licensed plumber, or operating in different streams and sectors of the plumbing industry.

COURSE METHOD OF ASSESSMENT

The following range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams.

DISCLAIMER

Information correct at the time of printing. Please contact Ms Fiona Dimasi or Mrs Adele Kennedy to discuss further requirements.

Course Code: SHB30215
Enrolment Type: VES
Nominal Hours: 474 hours
RTO Number: TBC

Location: St Joseph’s College, Mercy Campus, Riverside Trade Training Centre
Length of Program: 2 years
RTO: To be confirmed
Website: TBC

Work Placement: 40 hours per year as a minimum (**Highly Recommended**).

COURSE AIMS

The Certificate III in Make-Up program provides skills and knowledge to undertake roles as make-up artists designing and applying make-up across the beauty, fashion, media and entertainment industries. Skills are developed for work in make-up studios, retail cosmetic counters, fashion and media sets and photography studios.

This program is delivered through an auspice arrangement with Inner Melbourne VET Cluster.

PATHWAYS

This qualification enables students to pathway into the following:

Certificate IV	SHB40115 Certificate IV in Beauty Therapy BSB42515 Certificate IV in Small Business Management
Diploma	SHB50115 Diploma in Beauty Therapy SHB50216 Diploma in Salon Management

POSSIBLE EMPLOYMENT

This qualification could lead to employment as a make-up retail assistant, make-up artist or beauty and make-up merchandiser. You will gain employability skills but you will also be equipped with the knowledge to proceed into further study in this area. You might like to think about adding to your skill set by undertaking the Certificate IV in Beauty Therapy or even the Certificate IV in Small Business Management

COURSE METHOD OF ASSESSMENT

The following range of assessment methods will be used: module theory assessments, tests, practical skill demonstration and exams.

DISCLAIMER

Information correct at the time of printing. Please contact Ms Fiona Dimasi or Mrs Adele Kennedy to discuss further requirements.

GLOSSARY OF TERMS

Assessment Plan

A set of tasks relating to the assessment of units of competency/modules undertaken in the Units 3 and 4 sequence of a scored VCE VET program.

Australian Tertiary Admission Rank (ATAR)

The ATAR is not a score out of 100 – it is a rank. It shows a student's achievement in relation to other students. The ATAR is calculated by VTAC solely for the use of tertiary institutions to compare the overall achievement of students who have completed different combinations of VCE studies.

Auspicing (Third Party arrangement)

An arrangement that a school can make with a Registered Training Organisation (RTO) for the delivery of VET, as outlined in a Contract or Agreement between the school and the RTO.

Australian Qualifications Framework (AQF)

The AQF is the national policy for regulated qualifications in Australian education and training. It incorporates the qualifications from each education and training sector into a single comprehensive national qualification framework.

<http://www.aqf.edu.au>

Block Credit Recognition

Students who undertake VET or Further Education (FE) qualifications that are not included in the suite of VCAA-approved VCE VET programs and School Based Apprenticeships and Traineeships, may be eligible for credit towards their VCE through Block Credit Recognition. VCAL credit is based on the same principle. For details of Block Credit Recognition, please refer to the VCAA website. <http://vcaa.vic.edu.au/Pages/vet/general/recognition/vetcredit.aspx>

Further Education (FE)

FE refers to qualifications that provide training in adult literacy and basic education, access and preparatory education and English as an Additional Language.

Module

A module is a distinct component of vocational training curriculum, comprising specified learning outcomes, assessment criteria and other information to support the delivery of training and conduct of assessment. Modules are identifiable as units of competency (UOC) on VASS.

Nominal Hours

The scheduled hours required for the delivery and assessment of vocational training as determined by the Higher Education and Skills Group (Victorian DET).

Registered Training Organisation (RTO)

An organisation that is registered by ASQA (or, in some cases, a state regulator such as VRQA), to deliver vocational education and training within a defined scope of registration.

School Based Apprenticeships and Traineeships (SBATs)

SBATs refer to the structured training arrangements, usually involving on-the-job and off-the-job training, for a student employed under an apprenticeship/traineeship training contract while undertaking the VCE or VCAL. An SBAT offers students the option of combining school, part-time employment and training.

Structured Workplace Learning (SWL)

SWL provides students with the opportunity to integrate practical on-the-job experience and learning in the industry with nationally recognised VET undertaken as part of either their VCAL or VCE units.

Unit of Competency (UOC)

UOC means the specification of the standards of performance required in the workplace as defined in a Training Package.

Victorian Assessment Software System (VASS)

VASS is an internet-based system used by schools to register students and enter VCE and VCAL (including VET) enrolments and results directly on the VCAA central database.

Victorian Certificate of Education (VCE)

VCE is the certificate that the majority of students in Victoria receive on satisfactory completion of their secondary education. The VCE provides diverse pathways to further study or training at university or TAFE and to employment.

VCE Vocational Major (VM)

The VCE VM is a two-year vocational and applied learning program. The VCE VM will develop students personal and practical life skills. It will help prepare them for the next important stage in their life.

Victorian Pathways Certificate (VPC)

The VPC offers an engaging curriculum and additional support for students to develop the work-related skills and capabilities they will need to succeed. The VPC is normally completed in Year 11 and 12. The coursework is designed and delivered at a more accessible level than the VCE and VCE Vocational Major and the suitability of students participating in this program will be discussed with parents/carers.

VCE VET

VCE VET programs are vocational training programs approved by the VCAA, which offer students the opportunity to gain both the VCE and a nationally portable VET qualification. Selected VCE VET programs offer scored assessment for Units 3 and 4. VCE VET programs have individual web pages, which contain program specific information and publications.

VES

VES is the code on the VASS denoting a VCAA developed VCE VET program.

VFE

VFE is the code on the VASS denoting VET or Further Education Programs.

Victorian Curriculum and Assessment Authority (VCAA)

The VCAA is responsible for the provision of curriculum and assessment programs for students in Victorian schools.
<http://vcaa.edu.au>

Vocational Education and Training (VET)

Nationally recognised vocational certificates, which may be integrated within a VCE or VCAL program.

Vocational Learning

Vocational learning helps secondary students explore the world of work, identify career options and pathways and build career development skills.

