Central Grampians VET Programs for 2017

“The Central Grampians VET Cluster collaborates to provide a broad range of VET programs in the region. We strive to develop workplace skills that equip our young people for the future by encouraging participation in VET.”
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What is VET in secondary schools?

Schools are able to offer senior secondary students VET qualifications selected from the range of industry areas approved by the VCAA.

Successful completion of VET in a senior secondary program can provide students with:

- a VCE and/or VCAL certificate issued by the VCAA, and a VET certificate issued by a registered training organisation (RTO)
- two statements of results issued by the VCAA giving details of units completed in the VCE and units of competency/modules completed in the VET qualification
- an enhanced ATAR which can improve access to further education
- pathways into employment and/or further VET qualifications or training
- workplace experience gained through structured workplace learning.

Students value VET because it:

- allows them to combine general and vocational studies which for many, provides a practical focus in a range of industry areas
- provides direct experience of business and industry
- enables them to explore training in areas that will enhance their pathway choices.

Employers value VET because it:

- contributes to the development of entry level skills for their industry
- provides students with a practical and focused introduction to workplace requirements
- enhances the employability of students
- enables industry to contribute to educational programs in schools
- enables industry to participate in local community networks.
Delivery and Travel Arrangements

**Delivery Arrangements:**

VET programs are delivered off-the-job in a partnership arrangement between the RTO (Registered Training Organisation) and participating secondary colleges. The proportion of school-based delivery has been determined by negotiation between the RTO and the VET student’s home school. A structured work placement is strongly recommended for this program, while some certificates require a mandatory amount of work placement hours.

**Accessing VET programs at another location**

Some VET programs are offered to students outside of their home schools. This allows for students to access specialist facilities and expert training that is not available at their own school. These programs are generally run each Wednesday and may require students to travel outside of school hours.

**Missing classes due to VET Programs**

Students undertaking VET programs in the Wednesday VET block may miss some class time for other subjects. In these cases students are expected to chase up class work requirements from teachers and make up any missed class time during study periods.

**Transport Options**

Students travelling to access VET programs are required to pay for the cost of public transport, however a travel allowance may be applied for though the school.

**From Stawell to Ararat and Ararat to Stawell** – the Sandlant’s Bus service operates between Stawell and Ararat each day. Students should register their intention to travel on the bus with the VET Coordinator and ask for a timetable.

**From Stawell / Ararat to Ballarat** – the VLine bus/train service operates between Stawell, Ararat and Ballarat. Students will be required to access Ballarat City public transport or walk to VET program locations. These programs MUST have agreements in place with VET Coordinators.
Pathways to Further Qualifications

Certificate I

This is an entry-level qualification which can set you on a path to further study or give you basic skills which can help prepare you for employment in some industries. Some of the Certificate I programs are pre-apprenticeships or pre-vocational courses.

Certificate II - VET

These courses help you to further develop skills you may have learnt in the Certificate I, secondary school or on-the-job learning. Some industries will accept the Certificate II qualification as the minimum requirement for employment, or you could move onto further study at a higher level.

Certificate III—VET

Certificate III courses take a more in depth look at your study area and can follow on from the Certificate II. A range of Certificate III courses are apprenticeship or traineeship programs, which means that along with your regular study, you’ll also undertake paid on-the-job training.

Certificate IV

This qualification is a higher-level entry point, where you’ll expand your knowledge and prepare for employment in a skilled industry. Some of the Certificate IV qualifications require you to complete the Certificate III as a pre-requisite.

Diploma

A diploma qualification is regarded in many industries as ideal for supervisory roles, managing a team or applying your skills in a complex technical environment. You will develop skills in analysis, planning, theoretical knowledge and management techniques.

Advanced Diploma

This is the highest level of qualification at the TAFE level. You will develop high-level skills in problem-solving, data analysis and industry expertise. Some advanced diplomas feature guaranteed pathways into further study at university.
SWL & SBAT’s

Structured workplace learning (SWL):
The VCAA has determined that structured workplace learning (SWL) is an appropriate and valuable component of all VET qualifications undertaken by VCE or VCAL students. SWL compliments the training undertaken at the school/provider and should be spread across the duration of the training program. It provides context for:

- enhancement of skills development
- practical application of industry knowledge
- assessment of units of competency/modules, as determined by the registered training organisation (RTO)
- increased employment opportunities.

The school/provider should keep evidence of the student’s SWL which may take place over the weekends and during school holidays as well as during the school week.

School-based apprenticeships and traineeships:
A school-based apprenticeship or traineeship (SBAT) is an apprenticeship or traineeship undertaken by a student enrolled in a senior secondary program (VCE or VCAL), with at least one day per week timetabled to be spent on the job or in training during the normal school week.

An SBAT combines:

- part-time, practical experience in the workplace
- recognised, structured training with a Registered Training Organisation.

SBATs must meet the guidelines published by the Department of Education and Training. These arrangements attract Victorian Training Guarantee funding.

Go to: http://www.vcaa.vic.edu.au/Pages/vet/swl.aspx for further information on the appropriate programs.
Certificate II in Automotive Studies

Aim of the Program:

- Provide students with a basic operational knowledge of a range of automotive technologies, the ability to apply a range of skills appropriate to enter the automotive industry and to apply solutions to a range of problems.

- Provide students with 'work ready' knowledge and skills applicable to a variety of career paths in the automotive industry.

Completion of Certificate II in Automotive Studies (Pre-vocational) provides a pathway for students into the automotive Industry through an apprenticeship or higher education. With additional training and experience, future employment opportunities may include trimmer, detailer, panel beater, painter, light vehicle mechanic, heavy vehicle mechanic, motorcycle mechanic. Higher education pathways can lead to roles such as an automotive engineer.

Course Units

Awaiting release of new training package.

Location: Stawell Secondary College
RTO: South West TAFE
Duration: 2 Years
Work placement requirements:
10 days Strongly Recommended

Course units may be selected to provide a course which focuses on automotive maintenance and repair, paint and panel or electrical. Selection of these units should be discussed with the course teacher.

Students will receive a Statement of Attainment for units completed.

This program is not scored assessed. Further information re scored assessment go to: http://www.vcaa.vic.edu.au/Pages/vet/programs/scoredasses.aspx
Certificate II in Building and Construction (Carpentry)

Aim of the Program:

- offers students prevocational training in the building and construction industry. The VCE VET program is designed to give students the opportunity to gain experience across a number of building trades including bricklaying, carpentry, painting and decorating, wall and ceiling lining, wall and floor tiling and solid plastering.

Certificate II in Building and Construction (Pre-apprenticeship) is state accredited curriculum which provides students with the knowledge and skills to enhance their employment prospects in the building and construction industry. The program offers full completion of the pre-apprenticeship and includes units such as safe handling and use of plant and power tools, quality principles for the construction industry, calculations and workplace documents and plans. Stream-specific units focus on providing foundation skills necessary for the chosen sectors in industry areas: carpentry, bricklaying, painting and decorating, wall and ceiling lining, wall and floor tiling, solid plastering and stonemasonry.

Location: Ararat College
RTO: To be confirmed
Duration: 2 Years
Work placement requirements:
10 days Strongly Recommended

Students will receive a Statement of Attainment for units completed.

This program is not scored assessed. Further information re scored assessment go to: http://www.vcaa.vic.edu.au/Pages/vet/programs/scoredasses.aspx
Certificate III in Community Services

Aim of the Program:

- This program provides entry – level training for a wide variety of careers in the area of Community Services, including Disability Studies, Youth Work, Occupational Therapy, Psychology, Aged Care, Child Protection, and Children’s Services.

Career Opportunities:

- Care Service Employee
- Personal Care Assistant
- Social Worker
- Nurse
- Aged Care Attendant
- Health Care Nurse
- Childcare Assistant

Pathways:

Certificate III/IV in Community Services in the following streams:

- Aged Care Work
- Community Work
- Alcohol & Other Drugs
- Child Protection/Justice
- Statutory Supervision
- Children’s Services
- Disability Work
- Mental Health Work (non-clinical)
- Youth Diploma in Community Services
- Advanced Diploma in Community Services

Location: Stawell Secondary College
RTO: AIET
Duration: 2 Years

Work placement requirements:
120 hours of work placement is required over the two years.

2017 Course Units

New Course Program include

- Respond to Clients
- Work within a community development framework
- Implement participation and engagement strategies

Students will receive a Statement of Attainment for units completed.

This program is scored assessed. Further information re scored assessment go to: http://www.vcaa.vic.edu.au/Pages/vet/programs/scoredasses.aspx
Certificate III in Early Childhood Education and Care

Aim of the Program:
- The course trains learners to become early childhood educators who plan and provide early childhood education and care for infants and children up to 12 years of age. Early childhood educators inspire, delight and educate children in long day care, kindergarten, family day care, occasional care and outside school hours care.

Completion of the full Certificate III allows for placement as an educator in a Long Day Care Service or a Kindergarten Assistant, these units also contribute towards a Diploma of Early Childhood Education and Care which allows people to be Room Leaders in Long Day Care Services, Family Day Care operators and work as leaders of Out of School hours programs. They support the implementation of an approved learning framework, and support children’s wellbeing, learning and development.

Location: Stawell Secondary College
RTO: AIET
Duration: 2 Years

Work placement requirements:
- 120 hours of work placement is required over the two years.

Students will receive a Statement of Attainment for units completed.

Course Units include:
- Develop cultural competence
- Develop positive and respectful relationships with children
- Use an approved learning framework to guide practice
- Support the holistic development of children in early childhood
- Provide experiences to support children’s play and learning
- Use information about children to inform practice
- Promote Aboriginal $/or Torres Strait Islander Cultural Safety

This program is scored assessed. Further information re scored assessment go to: http://www.vcaa.vic.edu.au/Pages/vet/programs/scoredasses.aspx
Certificate II in Engineering Studies

Aim of the Program:
• Certificate II in Engineering Studies provides students with the practical skills and theoretical knowledge to undertake an apprenticeship in the engineering trades.

Units 1 and 2 cover areas in basic machine processing, fabrication techniques, occupational health and safety principles, using power tools and using computers for engineering related work activities.

Depending on the electives chosen, Units 3 and 4 cover areas such as producing basic engineering sketches and drawings, handling engineering materials, fabricating basic jewellery items and assembling and testing electronic engineering equipment and making it operational.

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. As a qualified tradesperson, occupations may include boilermaker, welder, toolmaker/diemaker, hydraulics/avionics/mechanical technician, draftsperson and mechanical fitter.

Location: Marian College
RTO: Educational Living
Duration: 2 Years
Work placement requirements:
10 days Strongly Recommended
Students will receive a Statement of Attainment for units completed.

Course Units include:
• Create engineering drawings using computer aided systems
• Perform basic machining processes
• Participate in environmentally sustainable work practices
• Perform computations
• Apply principles of occupational health and safety in the work environment
• Organise and communicate information
• Interact with computing technology

This program is scored assessed. Further information re scored assessment go to: http://www.vcaa.vic.edu.au/Pages/vet/programs/scoredasses.aspx
Certificate II in Hospitality (Kitchen Operations)

Aim of the Program:

- Provides students with the skills and knowledge to be competent in a range of kitchen functions and activities to work in various hospitality enterprises where food is prepared and served.

With additional training and experience, future employment opportunities may include chef, pastry chef, caterer, breakfast cook, short order cook and a fast food cook.

Course Units will include:

- Use hygiene practices for food safety
- Source and use information on the hospitality industry
- Work effectively with others
- Participate in safe work practices
- Prepare simple dishes
- Present food
- Maintain the quality of perishable items
- Produce dishes using basic methods of cookery

Employability skills are: • embedded in units of competency as part of the other performance requirements that make up the competency as a whole • explicitly described within units of competency to enable training package users to identify accurately the performance requirements of each unit with regards to employability skills. Students will receive a Statement of Attainment for units completed.

Location: Ararat College
RTO: AIET
Duration: 2 Years
Work placement requirements:
10 days Strongly Recommended

This program is scored assessed. Further information re scored assessment go to: http://www.vcaa.vic.edu.au/Pages/vet/programs/scoredasses.aspx
Certificate III in Information, Digital Media and Technology

Aim of the Program:
- The VCE VET Information and Communications Technology program provides students with the opportunity to acquire and develop the skills, knowledge and confidence to work in the areas of information technology in a range of industry areas. Organisational and specialist activity skills in addition to some leadership skills will be developed through the units of competency undertaken in Units 1 to 4 of the selected program.

Course units will include:
- Participate in environmentally sustainable work practices
- Contribute to health and safety of self and others
- Operate a personal computer
- Operate word-processing applications
- Use, communicate and search securely on the internet
- Use digital devices
- Operate spreadsheet applications

Employability skills are:
- Embedded in units of competency as part of the other performance requirements that make up the competency as a whole
- Explicitly described within units of competency to enable training package users to identify accurately the performance requirements of each unit with regards to employability skills. Students will receive a Statement of Attainment for units completed.

Location: Ararat College
RTO: To be confirmed
Duration: 2 Years
Work placement requirements:
10 days Strongly Recommended

Employability skills are:
- Embedded in units of competency as part of the other performance requirements that make up the competency as a whole
- Explicitly described within units of competency to enable training package users to identify accurately the performance requirements of each unit with regards to employability skills. Students will receive a Statement of Attainment for units completed.

Further information re scored assessment go to: http://www.vcaa.vic.edu.au/Pages/vet/programs/scoredasses.aspx
Certificate III in Music—Performance

Aim of the Program:

- Certificate III in Music provides students with the opportunity to apply a broad range of knowledge and skills in varied work contexts in the music industry. Depending on the electives chosen, Units 1 and 2 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.

Course units will include:

- Contribute to health and safety of self and others
- Implement copyright arrangements
- Work effectively in the music industry
- Apply knowledge of style and genre to music industry practice

Due to the varying electives of this certificate further units will be selected and confirmed before the beginning of delivery for the Music Certificate.

Important note that students MUST be prepared to perform in front of audience and also within ensembles.

Students will receive a Statement of Attainment for units completed.
Certificate II in Salon Assistant

Aim of the Program:

- This program is ideal for students interested in a career in hairdressing. On successful completion of this course, students will be well placed to apply for a hairdressing apprenticeship.

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.

- Contribute to Health & Safety of self and others
- Conduct salon financial transactions
- Comply with organisational requirements within a personal services environment
- Communicate as part of a salon services team
- Braid hair
- Design and apply makeup for photography

Employability skills are:

- Embedded in units of competency as part of the other performance requirements that make up the competency as a whole
- Explicitly described within units of competency to enable training package users to identify accurately the performance requirements of each unit with regards to employability skills.

Students will receive a Statement of Attainment for units completed.

Location: Stawell Secondary College
RTO: AIET
Duration: 2 Years
Work placement requirements:
5 days Strongly Recommended

Certificate II in Sport and Recreation

Aim of the Program:

- To provide students with the skills and knowledge that will enhance their employment prospects in the sport and recreation industries. Students can choose from a range of electives including teaching the fundamental skills of athletics, basketball, gymnastics or squash, maintaining sport and recreation facilities and applying legal and ethical coaching practices.

Course units will include:

- Organise and complete daily work activities
- Provide first aid
- Respond to emergency situations
- Develop and update sport, fitness and recreation industry knowledge
- Follow work health and safety policies
- Assist in preparing and conducting sport and recreation sessions
- Operate application software packages
- Provide customer service
- Organise personal work priorities and development

Location: Ararat College
RTO: To be confirmed
Duration: 2 Years
Work placement requirements:
10 days Strongly Recommended

Students will receive a Statement of Attainment for units completed.

This program is scored assessed when undertaking Cert III qualification. Further information re scored assessment go to: http://www.vcaa.vic.edu.au/Pages/vet/programs/scoredasses.aspx
Parental Consent and Confidential Medical Report

for VET in Schools classes at [College]

[Please read carefully, complete and return prior to commencement of lessons; failure to complete details and signatures could result in non-acceptance to the VET course]

We have discussed the commitment required to participate in the VET program and understand that it may involve being absent from school to attend VET classes as well as Structured Workplace Learning (on the job training) as required. We understand that to complete the program and gain the VET Certificate the student must meet the requirements of both the VET course and the VET/PPL. I also understand that enrolment numbers may determine the availability of the course. We understand that completion of this form indicates a commitment to undertake the program outlined in the program booklet.

I give consent for my son/daughter [please insert student’s name]:

to participate in the VET [specify type of VET program]:

Signed: ____________________________
Print name of parent

Date: __/__/20

The following information is intended to assist the school in case of any medical emergency with your child. All information is held in confidence.

Student’s Name: ____________________________

Date of Birth: __/__/____

School attended: ____________________________

Year Level: ____________________________

Parent’s / Guardian’s Full Name: ____________________________

Address: ____________________________

Postcode: ____________________________

Emergency Telephone: Home: ____________________________

Work: ____________________________

Name of Family Doctor: ____________________________

Address: ____________________________

Postcode: ____________________________

Medicare Number: ____________________________

Medical / Hospital Insurance Fund: ____________________________

Contribution Number: ____________________________

Ambulance Subscription: Yes / No

Membership Number: ____________________________

Health care card holder: Yes / No

Membership Number: ____________________________

Medication

1. Is your student presently taking any medication? YES / NO

   If YES, please state name of medication, dosage and possible side effects if known etc.

   __________________________________________

2. The teachers in charge of the class will expect the student to retain control of medication and will leave responsibility with the individual student. [Please label all medication with the student’s name, dose to be taken and when it should be taken]

Consent to Medical Attention

I authorise staff at [College] to administer first aid to my child, and for the teacher in charge of the VET in Schools program to consent, where it is impracticable to communicate with me, to the student receiving such medical or surgical treatment as may be deemed necessary by a medical practitioner and I agree to meet any costs or expense thereby incurred.

Signed (Parent/Guardian): ____________________________

Date: __/__/20

Student Contract

[Print Student Name] agree to the following terms and conditions for participating in VET in Schools classes at [College]:

• To behave in a manner that is expected of students at College; and
• To comply with any lawful requests or instructions given by staff at College.

Students Name: ____________________________

Signed: ____________________________

Date: __/__/20

Please request this form from your VET coordinator for completion upon acceptance into the VET Program.
Disclaimer: This publication was compiled by the CGVET Cluster Coordinator. The information provided was correct, as submitted by the schools of the CGVET Cluster, at the time of going to print.