KANGAN INSTITUTE

VET Delivered to Secondary Students Course Guide

2024

Allied Health | Animal Care | Applied Fashion Design | Automotive
Building & Construction | Business | Early Childhood Education | Electrical
Engineering | Hair & Beauty | Hospitality | Information Technology

1800 914 161 | kangan.edu.au/for-schools/vetdss

Unleash You at Kangan Institute

TAFE VICTORIA

CONTENTS

UNLEASH YOU AT KANGAN INSTITUTE

Kangan Institute is one of the largest and most trusted education and training providers in Victoria. With more than 90 years of educational excellence backed by industry connections, our graduates learn real skills and gain the confidence to succeed in life.

With an established network of industry partners and a strong reputation with employers across Victoria, our courses are developed to respond to their employment needs. We ensure our training is relevant and will provide you with the skills and knowledge you need to match the demands.

We focus on providing you with work-ready training including practical, hands-on experience, industry projects and work placements.

Kangan Institute acknowledges their campuses are located on the ancestral lands of the Wurundjeri people of the Kulin Nations. The institute respects traditional custodians, Elders and their cultural heritage..

A LEADER IN VOCATIONAL TRAINING

WHAT IS VET DELIVERED TO SECONDARY STUDENTS?

VET Delivered to Secondary Students (VETDSS) enables you to get real hands-on experience within a chosen industry, obtain a nationally recognised/accredited qualification and increase your career prospects by combining your secondary school studies with a Vocational Education and Training (VET) program.
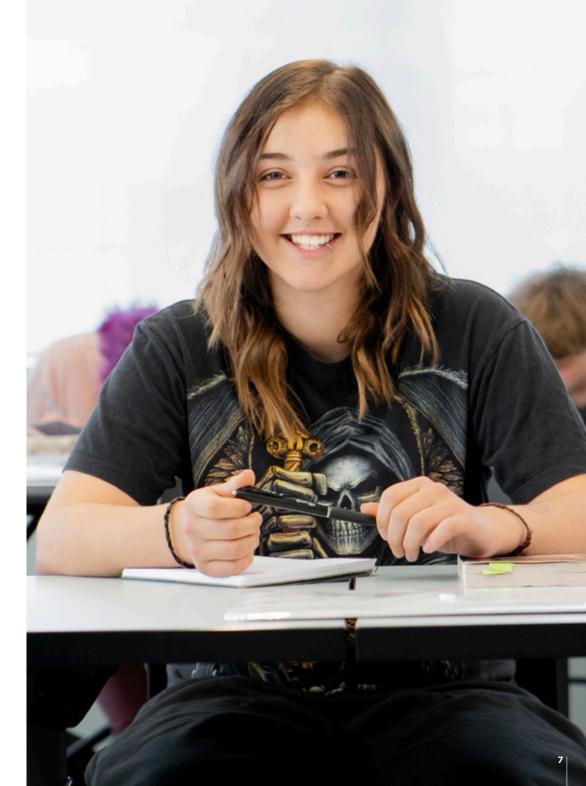
WHAT ARE THE BENEFITS?

- Provides the skills and ability to achieve competencies which will enhance your employment and further training prospects.
- Provides 'work-ready' knowledge and skills applicable to a variety of career paths in your chosen industry.
- May shorten the duration of an apprenticeship program after Year 12 through credit recognition and articulation arrangements.

GUARANTEED PATHWAYS

Students who successfully complete an eligible VETDSS course through Kangan Institute will be guaranteed a place in a pathway course - giving you peace-of-mind when it comes to your study choice after secondary school.

WHERE TO FIND OUT MORE ABOUT VET

To find out more information on how VET contributes to the VCE-VM, ATAR Contributions and Block Credits you can visit the VCAA website at: **vcaa.vic.edu.au**

HOW IT WORKS

PLACE ALLOCATION

For courses that run over two years, priority will be given to students in Year 11 for the first year. Year 12 students will not be accepted into the first year of a two year program.

Running of courses is dependent upon sufficient student numbers. Courses may be cancelled if minimum course numbers are not met.

PROGRAM COSTS

All VETDSS programs offered through Kangan Institute incur fees. Schools Program costs vary for each program and are confirmed with schools prior to enrolment. Kangan Institute invoices the secondary school directly for all programs and any student fees payable are set by the individual secondary schools. All costs are invoiced directly to schools four weeks after the commencement of the program. Kangan Institute will not directly invoice VETDSS students or their parents.

COURSE REQUIREMENTS

1. Absences: Students are required to notify their VET coordinator of non-attendance. Students must attend a minimum of 80 percent of a Kangan Institute VET program.
2. Punctuality: Students are expected to arrive on time to all classes. Students who arrive more than 10 minutes after the class has started will be marked as late and their secondary school will be notified. In some practical areas due to OHS students may be refused entry if late.
3. Catch-up classes: Students may be required to attend catch-up classes after school or during school holidays.
4. Code of Conduct: Students are expected to behave in a professional and courteous manner at all times; discipline procedures do apply.
5. Withdrawal: Students who wish to withdraw from a VETDSS program must contact their VET coordinator who will inform Kangan Institute. Schools will not be charged a fee if a student withdraws before census date.
6. Communication: Kangan Institute communicates directly with schools regarding the progress of students. Parents should direct queries to their school's VET coordinator who will contact Kangan Institute on their behalf.

Please note that students who fail to abide by these course requirements may be withdrawn from the Kangan Institute VET program and will be charged for the full cost of the program.

DELIVERY OPTIONS

All VETDSS programs are delivered on site and require students to attend a Kangan Institute campus. Where programs may have some delivery on-line, schools and students will be notified of the timetable in advance.

1. **Select a program from this VETDSS Course Guide.**
2. **Contact the VET coordinator at your school to discuss eligibility and confirm costs.**
3. **The VET Coordinator at your school will apply via the VETDSS Portal.**
4. **Kangan Institute will notify schools of successful student applications. Your school will then notify you of times, campuses and equipment requirements.**

CONTACT US

Call: **1800 914 161**

Email: **vetinschools@ kangan.edu.au**

Visit: **kangan.edu.au/for-schools/vetdss**

CAMPUS LOCATIONS

Cremorne
85 Cremorne Street

Creative + Digital Skills

Study areas: Fashion, Hair, Barbering and Beauty, Security and Cyber Security.

This boutique campus located in the heart of Melbourne's fashion, creative and tech hub delivers innovative and relevant training.

With purpose built facilities for cyber security, refurbished spaces for our exciting creative courses, as well as a hair and beauty salon, that is open to the public, our students have access to real world experiences and industry leading products and equipment. Our Textile and Fashion Hub is an industry based training centre, providing a unique opportunity for students to test garment design against modern manufacturing standards which is equipped with the latest automated knitting machines.

Essendon
38 Buckley Street

Study areas: Health, Nursing, Pathology, Allied Health, Health Services Assistance and Individual Support.

Our newly refurbished Essendon Health Hub is located in the leafy surroundings of Melbourne's north.

Offering high quality teaching and specialist training with the latest equipment and technology our Health team also assist with opportunities for placements and employment support.

Docklands
1 Batmans Hill Drive

Kangan Institute's Automotive Centre of Excellence (ACE) is one of Australia's largest automotive training campuses offering dedicated state-of-the-art facilities and houses new workshop spaces, a world-class vehicle and emissions testing centre and a purpose-built auto electrical lab. The ACE is a unique blend of industry and learning environments and has won many prestigious environmental awards including the Victorian Urban Award of Excellence and has also been awarded a 5-star Green Star rating by the Green Building Council of Australia. In the midst of the hustle and bustle of central Melbourne, the Docklands campus is easily accessible by tram, bus and train.

Broadmeadows
Pearcedale Parade

Study areas: Trades, VCE Vocational Major and Victorian Pathways Certificate, Business, IT, Community, Hospitality, Animals, Plants and Sciences.

Kangan Institute's largest campus is situated in the north west of Melbourne, in a culturally diverse neighbourhood. The campus offers a wide range of courses, support services and is home to our Indigenous Education Centre (IEC), where the Indigenous people of Australia can learn in a supported and caring environment.

Our fully-licensed training restaurant gives our hospitality students real work experience in a real restaurant while they study. Offering a modern and eclectic menu and an extensive wine list, Richards Restaurant is also host to various themed events and fundraising dinners throughout the year.

ALLIED HEALTH

CERTIFICATE III IN ALLIED HEALTH ASSISTANCE

Course code: HLT33015

LOCATION
Essendon

THIS VET PROGRAM
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in allied health or related industries.
- Is ideal for individuals who would like to work with physiotherapists, speech therapists, podiatrists and occupational therapists. Allied health assistant roles are becoming more involved in the assessment and planning of therapeutic and rehabilitation programs.

WORK PLACEMENT
Students must complete a minimum of 40 hours of placement in each year of the program in accordance with the VCE VET Program guidelines.

FUTURE PATHWAYS
- Certificate IV in Allied Health Assistance (HLT43015)
- Diploma of Nursing (HLT54121)

FUTURE CAREER OPPORTUNITIES
- Allied Health Assistant

COURSE STRUCTURE

YEAR 1	
Communicate and work in health or community services	CHCCOM005
Comply with infection prevention and control policies and procedures	HLTINF001
Participate in work health and safety	HLTWHS001
Organise personal work priorities	BSBPEF301
Assist with movement	CHCCCS002
Maintain high standard of service	CHCCCS010
Respond effectively to behaviours of concern	CHCCCS020
YEAR 2	
Interpret and apply medical terminology appropriately	BSBMED301
Recognise healthy body systems	HLTAAP001
Take Clinical Measurements	HLTHPS001

This is a partial completion of Certificate III in Allied Health Assistance (HLT33015). Students completing this course will receive a Statement of Attainment listing completed units.
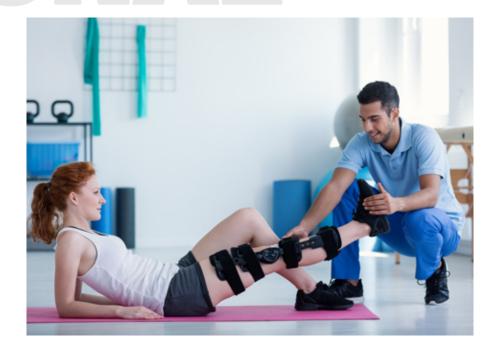
Students wishing to receive an ATAR contribution for VCE VET Health must undertake scored assessment.

Scored assessment is based on the Units 3 and 4 sequence of Certificate III in Allied Health Assistance (HLT33015).

Only students who have successfully completed the first year of the program will be accepted into the second year of the program.

Please note this training package is due to be upgraded in 2024.

This course will only accept Year 10 and Year 11 students into the first year only.

ANIMAL CARE

CERTIFICATE II IN ANIMAL CARE

Course code: ACM20121

LOCATION
Broadmeadows, Cremorne

THIS VET PROGRAM
- Is highly recommended for those who take a keen interest in the welfare and well-being of animals.
- Provides participants with an introduction to the animal care and management industry.

FUTURE PATHWAYS
- Certificate III in Animal Care Services (ACM30121)
- Certificate IV in Veterinary Nursing (ACM40418)
- Certificate IV in Animal Behaviour and Training (ACM40322)

FUTURE CAREER OPPORTUNITIES
- Animal Care Attendant
- Animal Shelter Attendant
- Pet Shop Attendant
- Kennel Hand
- Cattery Attendant
- Assistant Dog Groomer

COURSE STRUCTURE

YEAR 1	
Work in the animal care industry	ACMGEN201
Complete animal care hygiene routines	ACMGEN202
Feed and water animals	ACMGEN203
Assist in health care of animals	ACMGEN204
Participate in environmentally sustainable work practices	ACMSUS201
Participate in workplace health and safety processes	ACMWHS201
Apply communication skills	BSBCMM211
Source and provide information for animal care needs	ACMGEN205
Deliver a service to customers	BSBOPS203
Provide general care of domestic dogs	ACMSPE316
Provide general care of domestic cats	ACMSPE317
Bath, dry and brush domestic dogs	ACMGRM201

This is a one year program that requires students to complete additional work away from class.

APPLIED FASHION DESIGN

CERTIFICATE II IN APPLIED FASHION DESIGN AND TECHNOLOGY

Course code: MST20616

LOCATION
Cremorne

THIS VET PROGRAM
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the fashion or fashion-related industries.
- Gives students an introductory overview of fashion design.
- Provides a strong base for future fashion related studies.

FUTURE PATHWAYS
- Diploma of Applied Fashion Design and Merchandising (MST50119)
- Advanced Diploma of Applied Fashion Design and Merchandising (MST60119)

FUTURE CAREER OPPORTUNITIES
- Fashion Designer Patternmaker
- Textile Merchandiser
- Style Forecaster
- Fashion Buyer

COURSE STRUCTURE

YEAR 1	
Work safely	MSMWHS200
Apply quality standards	MSS402051
Draw and interpret a basic sketch	MSTCL2011
Produce a simple textile fabric or product	MSTTX1001
Use a sewing machine for fashion design	MSTFD2006
Provide hand sewing and finishing support	MSTCL2022
Lay up uncomplicated fabrics and lays	MSTCL2020
Produce a simple garment	MSTCL1001
YEAR 2	
Identify design process for fashion designs	MSTFD2005
Work in a team	MSMSUP106
Design and produce a simple garment	MSTFD2001
Prepare design concept for a simple garment	MSTFD3003
Participate in environmentally sustainable work practices	MSMENV272

Please note this training package is due to be upgraded in 2024.

AUTOMOTIVE

CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (MECHANICAL STREAM)

Course code: AUR20720

LOCATION
Docklands

THIS VET PROGRAM
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the automotive or automotive-related industries.
- Provides general knowledge and practical workshop skills in motor mechanics, auto electrical, parts interpreting, light engines and engine reconditioning.

FUTURE PATHWAYS
- Certificate III in Automotive Electrical Technology (AUR30320)
- Certificate III in Light Vehicle Mechanical Technology (AUR30620)
- Certificate III in Motorcycle Mechanical Technology (AUR30820)

FUTURE CAREER OPPORTUNITIES
- Motor Mechanic
- Vehicle Serviceperson
- Spare Parts Manager
- Automotive Engineer

COURSE STRUCTURE

YEAR 1	
Follow safe working practices in an automotive workshop	AURASA102
Use and maintain tools and equipment in an automotive workplace	AURTTK102
Communicate effectively in an automotive workplace	AURAFA103
Identify automotive electrical systems and components	AURETR103
Identify automotive mechanical systems and components	AURLTA101
Carry out basic vehicle servicing operations	AURTTA127
Remove and replace front suspension springs	AURTTD006
Remove and replace wheel and tyre assemblies	AURTTJ003
YEAR 2	
Follow environmental and sustainability best practice in an automotive workplace	AURAEA002
Resolve routine problems in an automotive workplace	AURAFA104
Operate electrical test equipment	AURETK003
Use and maintain basic mechanical measuring devices	AURTTA003
Dismantle and assemble multi-cylinder four-stroke petrol engines	AURTTE008
Dismantle and assemble conventional manual transmissions	AURTTX012

WORK PLACEMENT

When doing your pre-apprenticeship at Kangan Institute we will connect you to employment opportunities and apprenticeships in the automotive field. All students doing automotive VETDSS are expected to engage in a practical placement and this can be up to 10 days per year.

CERTIFICATE II IN AUTOMOTIVE VOCATIONAL PREPARATION (AUTO BODY STREAM)

Course code: AUR20720

LOCATION
Docklands

THIS VET PROGRAM
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the automotive or automotive-related industries.
- Provides general knowledge and practical workshop skills in spray painting, panel beating and body building.

FUTURE PATHWAYS
- Certificate III in Automotive Body Repair Technology (AUR32120)
- Certificate III in Automotive Refinishing Technology (AUR32420)
- Certificate III in Automotive Manufacturing Technical Operations – Bus, Truck and Trailer (AUM30218)

FUTURE CAREER OPPORTUNITIES
- Panel Beater
- Vehicle Painter
- Vehicle Trimmer
- Windscreen Fitter
- Vehicle Dismantler

COURSE STRUCTURE

YEAR 1	
Follow safe working practices in an automotive workshop	AURASA102
Use and maintain tools and equipment in an automotive workplace	AURTTK102
Communicate effectively in an automotive workplace	AURAFA103
Identify automotive electrical systems and components	AURETR103
Identify automotive mechanical systems and components	AURLTA101
Clean vehicles	AURVTA005
Carry out basic repairs to vehicle body panels	AURVTN138
Prepare and mask vehicle body panel surfaces	AURVTP132
YEAR 2	
Resolve routine problems in an automotive workplace	AURAFA104
Follow environmental and sustainability best practice in an automotive workplace	AURAEA002
Set up and use welding equipment	AURVTW010
Prepare surface and prime repaired body panels	AURVTP129
Remove and realign vehicle body panels	AURVTN041
Clean and polish vehicle paint surfaces	AURVTP008

WORK PLACEMENT

When doing your pre-apprenticeship at Kangan Institute we will connect you to employment opportunities and apprenticeships in the automotive field. All students doing automotive VETDSS are expected to engage in a practical placement and this can be up to 10 days per year.

BUILDING & CONSTRUCTION

BUSINESS

CERTIFICATE II IN BUILDING AND CONSTRUCTION (CARPENTRY)

Course code: 22614VIC

LOCATION
Broadmeadows

THIS VET PROGRAM
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the building and construction industry.
- Is ideal for students wanting to enter the building and construction industry as apprentice carpenters. Students will gain knowledge and practical skills to work safely in the building and construction industry.

FUTURE PATHWAYS
- Certificate III in Carpentry (CPC30220)
- Certificate IV in Building and Construction (CPC40120)
- Diploma of Building and Construction (CPC50220)

FUTURE CAREER OPPORTUNITIES
- Carpenter
- Joiner
- Construction Worker
- Building Site Administrator
- Project Manager
- Building Inspector

COURSE STRUCTURE

YEAR 1	
Prepare to work safely in the construction industry	CPCWHS1001
Provide basic emergency life support	HLTAID010
Apply basic levelling procedures	CPCCCM2006
Apply OHS requirements, policies and procedures in the construction industry	CPCCOHS2001
Conduct workplace communication	CPCCCM1014
Carry out measurements and calculations	CPCCCM1015
Prepare for work in the building and construction industry	VU23312
Interpret and apply basic plans and drawings	VU23313
Identify and handle carpentry tools and equipment	VU23320
YEAR 2	
Perform basic setting out	VU23321
Construct basic sub-floor	VU23322
Construct basic wall frames	VU23323
Construct a basic roof frame	VU23324
Install basic external cladding	VU23325
Install basic window and door frames	VU23326
Construct basic formwork for concreting	VU23329
Install interior fixings	VU23327
Erect and safely use working platforms	VU23314
Dismantle basic timber structures	VU23328

CERTIFICATE III IN BUSINESS

Course code: BSB30120

LOCATION
Broadmeadows

THIS VET PROGRAM
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects within the business administration industry.
- Provides the basic administrative and computer skills expected from office and administration workers.

FUTURE PATHWAYS
- Certificate IV in Human Resource Management (BSB40420)
- Certificate IV in Real Estate Practice (CPP41419)

FUTURE CAREER OPPORTUNITIES
- Secretary
- Receptionist
- Office Administrator
- Accounts payable
- Accounts receivable
- Information Officer
- Customer Service Officer

COURSE STRUCTURE

YEAR 1	
Support personal well-being in the workplace	BSBPEF201
Participate in sustainable work practices	BSBSUS211
Use inclusive work practices	BSBTWK301
Assist with maintaining workplace safety	BSBWHS311
Apply critical thinking skills in a team environment	BSBCRT311
YEAR 2	
Engage in workplace communication	BSBXCM301
Design and produce business documents	BSBTEC301
Write simple documents	BSBWRT311
Organise personal work priorities	BSBPEF301

Please note scored assessment is not available for the Certificate III in Business (BSB30120).

EARLY CHILDHOOD EDUCATION

CERTIFICATE III IN EARLY CHILDHOOD EDUCATION AND CARE

Course code: CHC30121

LOCATION
Broadmeadows

THIS VET PROGRAM
• Will teach participants a range of practical early childhood skills
• Participants will learn to facilitate children's play and leisure to help them to achieve developmentally

WORK PLACEMENT
Students will be required to complete mandatory 80 hours of Structured Workplace Learning over 2 years (40 hours per year). Kangan Institute will endeavour to provide students/schools with contacts in industry to secure these hours. The school and student is responsible for arranging the SWL with the employer. The teaching portfolio will provide block dates for when SWL hours are to occur.

FUTURE PATHWAY
• Certificate III in Early Childhood Education and Care (CHC30121)

FUTURE CAREER OPPORTUNITIES
• Centre-based day care services
• Kindergartens and out-of-school hours services

COURSE STRUCTURE

YEAR 1	
Work effectively in children's education and care	CHCECE056
Work with diverse people	CHCDIV001
Support children to connect with the natural environment	CHCECE037
Follow basic food safety practices	HLTFSE001

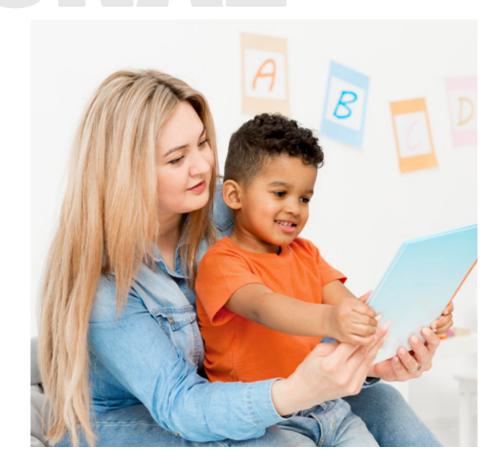| YEAR 2	
Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures	CHCECE054
Participate in workplace health and safety	HLTWHS001
Observe children to inform practice	CHCECE038
Use an approved learning framework to guide practice	CHCECE034

Students who wish to study this program must be 16 years of age or older as of 1st February 2024 and be in Year 11 or 12.

Only students who have successfully completed the first year of the program will be accepted into the 2nd year of the program. Please note the 2nd year program will not run until 2025.

Please note that students will receive a partial completion of the certificate and not the whole Certificate III in Early Childhood Education and Care (CHC30121). Students completing this course will receive a Statement of Results listing completed units.

ELECTRICAL

ENGINEERING

CERTIFICATE II IN ELECTROTECHNOLOGY

Course code: 22499VIC

LOCATION
Broadmeadows

THIS VET PROGRAM
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the electrical or electrical-related industries.
- Enables participants to identify and use a range of components, accessories, materials, tools, equipment and technologies in electrical work.

FUTURE PATHWAYS
- Certificate III in Electrotechnology – Systems Electrician (UEE30820)

FUTURE CAREER OPPORTUNITIES
- Electrician
- Electrical Trade Worker

COURSE STRUCTURE

YEAR 1	
Use of routine equipment/plant/technologies in an energy sector	UEENEEE141A
Prepare to work safely in the construction industry	CPCCWHS1001
Apply occupational health and safety regulations, codes and practices in the workplace	UEENEEE101A
Attach cords and plugs to electrical equipment for connection to a single phase 230 volt supply	UEENEEP024A
Use test instruments in the electrotechnology industry	VU22671
Fabricate, assemble and dismantle utilities industry components	UEENEEE102A
Fix and secure electrotechnology equipment	UEENEEE105A
YEAR 2	
Solve problems in ELV single path circuits	UEENEEE103A
Perform intermediate engineering computations	VU22333
Carry out basic network cabling for extra low voltage	VU22673
Carry out basic Electrotechnology project	VU22672
Install a sustainable extra low voltage energy power system	VU21544

Please note that students will receive a partial completion of the certificate and not the whole Certificate II in Electrotechnology (22499VIC).

Students completing this course will receive a Statement of Attainment listing completed units.

CERTIFICATE II IN ENGINEERING STUDIES

Course code: 22470VIC

LOCATION
Broadmeadows

THIS VET PROGRAM
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the engineering industry.
- Equips participants with comprehensive skills and knowledge to work in steel and metal industries by introducing computer use in relation to engineering work, use of hand and power tools, engineering science, fabrication techniques and quality concepts.

FUTURE PATHWAYS
- Certificate III in Engineering – Mechanical Trade (MEM30219)
- Certificate III in Engineering - Fabrication Trade (Heavy) (MEM30319)
- Certificate IV in Engineering (MEM40119)

FUTURE CAREER OPPORTUNITIES
- Fitting and Turning Tradesperson
- Heavy Fabrication (Boilermaker) Tradesperson
- Light Fabrication (Sheetmetal)
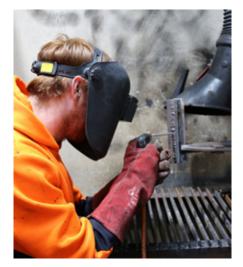- Tradesperson
- Welder
- Tool Maker

COURSE STRUCTURE

YEAR 1	
Apply principles of Occupational Health and Safety in work environment	MEM13014A
Use hand tools	MEM18001C
Use power tools/hand held operation	MEM18002B
Report on a range of sectors in the manufacturing, engineering and related industries	VU22329
Select and interpret drawings and prepare three dimensional (3D) sketches and drawings	VU22330
Perform basic machining processes	VU22331
Perform basic fabrication techniques	VU22332
Perform metal fabrication operations (elective)	VU22336
YEAR 2	
Produce basic engineering components and products using fabrication and machining operations (elective)	VU22334
Undertake a basic engineering project	MEMPE006A
Perform basic welding and thermal cutting processes to fabricate engineering structures	VU22337
Perform intermediate engineering computations (elective)	VU22333

Students wishing to receive an ATAR contribution for VCE VET Engineering must undertake scored assessment.

Scored assessment is based on the Units 3 and 4 sequence of Certificate II in Engineering Studies (22470VIC).

HAIR & BEAUTY

CERTIFICATE II IN SALON ASSISTANT (HAIR)

Course code: SHB20216

LOCATION
Cremorne

THIS VET PROGRAM
- Provides participants with the knowledge and skills to work in the hairdressing industry, providing students with genuine hands-on experience with clients in our salon on campus.
- Students will learn how to interact with customers professionally and follow workplace health and safety procedures.

FUTURE PATHWAYS
- Certificate III in Hairdressing (SHB30416)
- Certificate III in Barbering (SHB30516)

FUTURE CAREER OPPORTUNITIES
- Salon Assistant
- Stylist
- Hairdresser
- Barber

COURSE STRUCTURE

1 YEAR PROGRAM*	
Contribute to health and safety of self and others	BSBWHS201
Provide shampoo and basin services	SHBHBAS001
Dry hair to shape	SHBHDES001
Maintain and organise tools, equipment and work areas	SHBHIND001
Conduct salon financial transactions	SHBXCCS001
Greet and prepare clients for salon services	SHBXCCS003
Comply with organisational requirements within a personal services environment	SHBXIND001
Communicate as part of a salon team	SHBXIND002
Provide head, neck and shoulder massages for relaxation	SHBHBAS002
Braid hair	SHBHDES002
Receive and handle stock	SIRRINV001
Sell to the retail customer	SIRXSLS001

Please note students may be enrolled into any of the above units of competency during the Certificate II in Salon Assistant (SHB20216) program.

Please note that students may receive a partial completion of the certificate and not the whole Certificate II in Salon Assistant (SHB20216). Students completing this course will receive a Statement of Attainment listing completed units.

CERTIFICATE III IN MAKE-UP SKILLSET

Course code: SHB30221

LOCATION
Cremorne

THIS VET PROGRAM
- Provides participants with the knowledge and skills to work as a make-up artist to design and apply make-up for a range of purposes and occasions across the beauty, fashion, media and entertainment industries.

FUTURE PATHWAYS
- Certificate III in Beauty Services (SHB30121)
- Certificate III in Hairdressing (SHB50121)

FUTURE CAREER OPPORTUNITIES
- Make-up Consultant
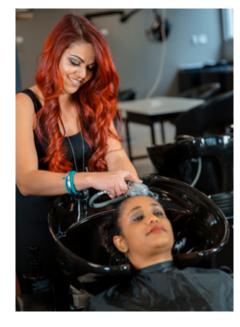- Make-up Artist
- Beauty Advisor
- Beauty Consultant

COURSE STRUCTURE

YEAR 1 AND YEAR 2*	
Design and apply make-up	SHBBMUP009
Design and apply make-up for photography	SHBBMUP010
Design and apply creative make-up	SHBBMUP013
Research and apply beauty industry information	SHBBRES003
Provide salon services to clients	SHBXCCS008
Comply with organisational requirements within a personal services environment	SHBXIND003
Apply safe hygiene, health and work practices	SHBXWHS003
Maintain ethical and professional standards when using social media and online platforms	SIRXOSM002
Apply cosmetic tanning products	SHBBBOS007
Advise on beauty products and services	SHBBCCS005
Provide lash and brow services	SHBBFAS004
Maintain infection control standards	SHBBINF002
Conduct salon financial transactions	SHBXCCS007
Comply with organisational requirements within a personal services environment	SHBXIND003

Please note students may be enrolled into any of the above units of competency during the Certificate III in Make-Up (SHB30221) program.

Please note that students may receive a partial completion of the certificate and not the whole Certificate III in Make-Up (SHB30221).

Students completing this course will receive a Statement of Attainment listing completed units.

HOSPITALITY

INFORMATION TECHNOLOGY

CERTIFICATE II IN COOKERY

Course code: SIT20421

LOCATION
Broadmeadows

THIS VET PROGRAM
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the cookery or catering industries, or moving forward into an apprenticeship.

FUTURE PATHWAYS
- Certificate III in Commercial Cookery (SIT30816)

FUTURE CAREER OPPORTUNITIES
- Chef / Cook
- Café Attendant
- Catering Assistant
- Food and Beverage Attendant
- Hotel / Motel Assistant
- Casual Event Staff
- Canteen Operator
- Food Truck Entrepreneur

COURSE STRUCTURE

YEAR 1	
Receive store and maintain stock	SITXINV006
Use hygienic practices for food safety	SITXFSA005
Prepare dishes using basic methods of cookery	SITHCCC027
Use food preparation equipment	SITHCCC023
Clean kitchen premises and equipment	SITHKOP009
Participate in safe work practices	SITXWHS005
Prepare and present simple dishes	SITHCCC024
Produce cakes	SITHPAT011
Package Prepared foodstuffs	SITHCCC026
YEAR 2	
Produce yeast-based bakery products	SITHPAT014
Prepare stocks, sauces and soups	SITHCCC029
Prepare vegetable, fruit, eggs and farinaceous dishes	SITHCCC030
Work effectively in a commercial kitchen	SITHCCC034

Please note that scored assessment is not available for the Certificate II in Cookery (SIT20421). This program may require a work placement component completing shifts in a local workplace to complete service periods requirements.

CERTIFICATE III IN INFORMATION TECHNOLOGY

Course code: ICT30120

LOCATION
Broadmeadows

THIS VET PROGRAM
- Provides participants with the knowledge and skills to achieve competencies that will enhance their employment prospects in the information technology or information technology-related industries.
- Provides general skills and knowledge of technical functions and workplace activities within the information and communications technology (ICT) field. This includes technical support, network administration, web technologies, software applications and digital media technologies.

FUTURE PATHWAYS
- Certificate IV in Information Technology (ICT40120)
- Diploma of Information Technology (ICT50220)
- Advanced Diploma of Information Technology (ICT60220)

FUTURE CAREER OPPORTUNITIES
- Word Processing Operator
- Data Processing Operator
- Information Technology Support Technician
- Information Technology Manager
- Network Manager Database Administrator
- Computer Programmer

COURSE STRUCTURE

YEAR 1	
Develop and extend critical and creative thinking	BSBCRT301
Securely manage personally identifiable information and workplace information	BSBXCS303
Work in a team	BSBXTW301
Apply introductory programming techniques	ICTPRG302
Produce digital images for the web	ICTWEB305
YEAR 2	
Identify IP, ethics and privacy policies in ICT	ICTICT313
Provide basic system administration	ICTSAS312
Maintain and prepare ICT equipment and software	ICTSAS309
Provide ICT advice to clients	ICTSAS305
Install, configure and secure a small office or home office	ICTSAS310

This is a partial completion of the Certificate III in Information Technology (ICT30120).

Students completing this course will receive a Statement of Attainment listing completed units.

Please note scored assessment is not available for the Certificate III in Information Technology (ICT30120).

CAMPUSES

BROADMEADOWS CAMPUS
Pearcedale Parade

CREMORNE CAMPUS
85 Cremorne Street

DOCKLANDS CAMPUS
1 Batmans Hill Drive

ESSENDON CAMPUS
38 Buckley Street

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