



ST JOSEPH'S COLLEGE GEELONG

VET

VOCATIONAL EDUCATION & TRAINING

SUBJECT HANDBOOK
2027

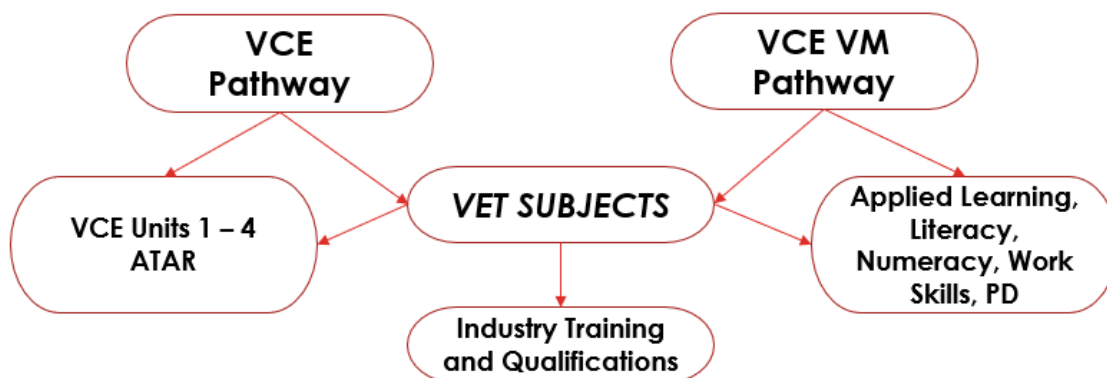
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HOW VET FITS INTO VCE AND VCE VM

Understanding Vocational Pathways within Senior Secondary Education Pathways



- **VET Subjects sit alongside both certificates:**
 - They **contribute to VCE** by adding credit towards Units 1-4 and the ATAR
 - They are a **core part of the VCE VM**, focussed on applied learning and workplace skills
- **VCE** focuses on academic units
- **VCE VM** focuses on applied learning (literacy, numeracy, work skills, personal development)
- **VET** is the **industry link**, providing practical skills and nationally recognised qualifications

Vocational Education & Training (VET) Information

What is VET?

VET courses are considered a subject and can be undertaken as part of a student's Year 10, Victorian Certificate of Education (VCE), Victorian Certificate of Education – Vocational Major (VCE VM) and Victorian Pathways Certificate (VPC) studies.

What are the benefits of VET?

Successful completion of VET can provide students with:

- The award of the qualification or a statement of attainment issued by a Registered Training Organisation (RTO) or TAFE
- Contribution towards VCE, VCE VM and VPC
- Technical and employability skills
- Pathways into employment and/or further VET qualifications and training
- Workplace and industry experience through Structured Workplace Learning (SWL)

How does VET work?

VET programs are most commonly delivered over two years. Programs are delivered from February to October / early November (approximately) during school terms. VET is included in a student timetable, however may require attendance after standard school hours, or during school holidays. The course may be offered on site at St Joseph's College, at another Secondary College, at an external RTO or TAFE.

Students work through Units of Competency (UoC) and are marked as "competent" or "not yet competent" by their VET Teacher. To be assessed as competent, a student must show a consistent application of skills and knowledge to the standard required in the workplace (in both theory and practical based tasks).

It is an expectation that to achieve competency, students demonstrate:

- A high level of dedication and consistency throughout the year
- Consistent attendance
- Strong work ethic and positive working attitude towards all tasks
- Completion of all theory and practical assessment tasks within the due dates as set by the VET Teacher

Entry Requirements

Students wishing to study a VET course will need to complete the relevant application form (in addition to completing subject selections). To be considered for a VET course, students are expected to have sound skills in the areas of learning, reading, writing, oral communication and literacy. Students also need to demonstrate a mature approach and commitment to their studies and learning.

For courses delivered by The Gordon, we advise referring to The Gordon website to review the Personal Learning Requirements <https://www.thegordon.edu.au/vetdss/about-vetis/courses>

Fees

An additional fee of \$800 is applicable to VET courses (each year of study). Fees are indicative only and subject to change.

There may also be additional costs for uniform, Personal Protective Equipment (PPE) or tools retained by the student.

How does VET contribute to the VCE and VCE VM studies?

VET qualifications can contribute towards both the VCE and VCE VM.

Students can undertake VET within their senior secondary certificate by undertaking a VET qualification or undertaking a School Based Apprenticeship or Traineeship (SBAT). For additional information regarding an SBAT, please refer to the SBAT page.

Contribution towards VCE VM:

VET is a mandatory component of the VCE VM and contributes through meeting the requirements of the industry specific skills and work-related strands. All VET qualifications provide credit towards VCE VM.

Contribution towards VCE:

VET qualifications can contribute to the VCE in two ways.

Direct contribution (Scored Assessed):

The VCE VET program has been approved by the VCAA and includes a scored Unit 3–4 sequence. These programs have three school-assessed coursework (SAC) tasks and a VCAA set end-of-year exam that together produce a study score. A scored VET study score can contribute directly to the ATAR as part of the primary four subjects or as a fifth or sixth increment.

Unscored or Block credit recognition:

The VET program does not include school-assessed coursework or an exam. Students who complete a Unit 3–4 sequence through an unscored VET program or block credit recognition *may* be eligible for a fifth or sixth study increment (10% of the fourth study in the primary four scaled studies) towards their ATAR.

Attendance

As the VET delivery schedule is limited (most commonly one session per week), students undertaking VET will need to maintain a minimum 80% attendance record to ensure they have the best opportunity to successfully complete all requirements for their respective course.

In regards to attendance, we ask that students and families be aware of the following:

- Multiple absences will impact a student's ability to achieve the course requirements.
- Students are expected to arrive punctually to class (in the correct uniform) and remain for the full duration of the class.
- Where a student requires an early departure from VET, or is going to be absent from VET, a parent/guardian must notify the VET Coordinator (vet@sjc.vic.edu.au) who will advise the relevant VET Provider.
- Where an absence is due to illness or an urgent medical appointment, students are asked to provide a copy of a medical certificate or statutory declaration so this can be passed onto the training provider.
- Where a SAC is missed in relation to a Scored VET program, a Medical Certificate or equivalent documentation is required for the absence to be approved and the SAC rescheduled.
- Students are asked to avoid scheduling non – urgent appointments that will impact VET classes.
- If students have external commitments such as employment or sport, please consider if you will be able to meet the requirements of and prioritise VET.

Travel to and from VET

Where possible, transport is provided to take students to external VET providers (in the Geelong region) but it is the responsibility of students and families to make arrangements home at the completion of class (PM).

Where a student attends an AM class at The Gordon, transport will be provided both to and from the training provider. Please note that the AM bus departs SJC 8:40am and returns students to SJC at 1:25pm (approx.).

VET Transport arrangements will be communicated to successful applicants' late term 4 / early term 1. Transport will be provided by McHarry's bus lines and students do not need to provide a myki card.

Important Notes

- VET Courses are subject to minimum and maximum student applications and therefore places and course commencement cannot be guaranteed. Where minimum class numbers are not attained and a course does not commence, students may be able to apply at an alternate training provider offering the course.
- Training Providers may prioritise positions based on applicant year level. Students are encouraged to consider and prepare alternate subject or VET preferences.
- Students undertaking a VET course must obtain a Unique Student Identifier (USI)
- All VET courses require students to undertake a Literacy and Numeracy (LLN) assessment to determine suitability for the course.
- Some VET courses have mandatory Structured Workplace Learning (SWL). This may be undertaken during term time in consultation with the VET Coordinator.

Unique Student Identifier (USI)

All students undertaking Nationally Recognised Training must obtain a USI. The USI is a unique reference number that creates a secure online record of your training and qualifications gained – you only need one as it stays with you for life. Your USI will give you access to your training records and transcripts online at anytime and anywhere. Without a USI, training providers cannot enrol you correctly, or issue you with your Statement of Attainment or Qualification.

How to get a USI? It is free and easy for students to create their own USI online and there are helpful “how to” instructions available on the USI website <https://www.usi.gov.au/>

To create a USI, you will need to provide a valid form of identification – below is a list of acceptable forms of ID that can be used:

- Australian Passport
- Non-Australian Passport (with Australian Visa)
- Australian Birth Certificate
- Australian Driver’s Licence (Learner’s Permit)
- Medicare Card
- Certificate of Registration by Decent
- Citizenship Certificate
- ImmiCard

We encourage students, where possible, to use a personal email address when creating their USI login. If a student needs to reset a password or retrieve login details post school, having a school email address could make it difficult.

Students are also encouraged to save their USI in an easily accessible space for future reference – perhaps saved in an email folder, or as a contact in your phone.

VET Contact at SJC

For any questions regarding VET, please contact our VET Coordinator:

Claire Hugo

vet@sjc.vic.edu.au

03 5226 8118

VET Trade Uniform and PPE Requirements

The SJC VET Trade Uniform is for students undertaking a trade-based VET course. VET Trade based courses have been determined as those requiring specific Personal Protective Equipment (PPE) and the wearing of steel-capped safety/work boots (as directed by Training Providers).

The SJC VET Trade Uniform consists of:

A high visibility short sleeve polo shirt **with college logo**

A high visibility windcheater **with college logo**

Khaki / sand OR navy work pants and/or shorts*

Steel-capped safety/work boots (worn with either black work or SJC grey socks)



The high visibility short sleeve polo shirt and windcheater with college logo are available to view and purchase at Uniform Group, 111-113 Grove Road, Grovedale Ph. (03) 9768 0383

Work pants and/or shorts*, safety boots, overalls (where required) and PPE, can be purchased from a supplier/retailer of your choice.

**Shorts may be worn as part of the SJC VET Trade Uniform but please note that Training Providers may require pants or overalls to be worn for all practical sessions / whilst at trade school.*

Cost:

High visibility short sleeve polo shirt - TBC

High visibility windcheater - TBC

How the VET Trade Uniform is to be worn:

For VET trade-based courses undertaken onsite at SJC:

Students are required to wear the SJC VET Trade Uniform. This uniform can be worn (all day) where the student has two or more periods of VET timetabled.

For VET trade-based courses undertaken at an external provider Students have the below options available:

1. Students purchase and wear the SJC VET Trade Uniform. This uniform can be worn (all day) where the student has two or more periods of VET timetabled. *Overalls (where required) are to be worn whilst at trade school only, the VET Trade Uniform can be worn underneath.*
2. Where the student does not wish to purchase and wear the SJC VET Trade Uniform, students are expected to be in the correct summer/winter uniform before and/or after their VET class. Students will be required to bring any VET uniform requirements and change on arrival to their VET class. Casual clothing will not be accepted on Edmund Rice campus.

Trade based Courses

Course Name	Preferred colour of Pants and/or shorts*	Additional uniform / PPE requirements
VET Agriculture	Navy	Covenant TSC Navy polo shirt Long pants must be worn for all practical sessions / whilst at trade school Steel-capped safety/work boots (lace up or slip on)
VET Automotive – Mechanical	Navy	Clear safety glasses Long sleeve overalls must be worn for all practical sessions / whilst at trade school Steel-capped safety/work boots (lace up or slip on)
VET Building and Construction Carpentry	Khaki / Sand	Clear safety glasses Hearing protection Steel-capped safety/work boots (lace up or slip on)
VET Electrotechnology	Navy	Clear safety glasses Safety gloves Long pants must be worn for all practical sessions / whilst at trade school Steel-capped safety/work boots (lace up or slip on)
VET Engineering and VET Engineering (Ford)	Navy	Clear safety glasses Long sleeve overalls must be worn for all practical sessions / whilst at trade school Baseball type cap (worn whilst at trade school only) Steel-capped safety/work boots (lace up or slip on)
VET Furniture Making Pathways	Khaki / Sand	Clear safety glasses Hearing protection Steel-capped safety/work boots (lace up or slip on)
VET Plumbing	Navy	Clear safety glasses Long pants OR Unionalls / Navy sleeveless overalls must be worn for all practical sessions / whilst at trade school Steel-capped safety/work boots (lace up or slip on)

Steel-capped safety/work boots must meet Australian Safety Standards: AS/NZS 2210.3 2009

Clear safety glasses must meet Australian Safety Standards: AS/NZS 1337.1:2010 (medium to high impact protection)

Uniform Expectations

To ensure OH&S requirements can be adhered to, students must wear the VET Trade Uniform and all appropriate PPE whilst undertaking VET classes - **The SJC Sports Uniform, tracksuit pants and runners DO NOT meet OH&S requirements.**

Students must ensure the uniform is kept to high standards – clean/neat and where possible, work boots free of excessive dirt/mud etc.

Whilst on campus, the College Uniform and Dress Code Guidelines for extra layers, hats and students being out of uniform remain applicable.

Extra layers

- During periods of cold, the VET Trade Uniform – high visibility windcheater is to be worn. Students may only wear thermals, singlets, t-shirts or extra layers if they are not visible under the college VET Trade polo shirt and/or windcheater
- College rugby tops and tracksuit tops **must not** be worn as extra layers with the SJC VET Trade Uniform
- Non-school jumpers or jackets **must not** be worn as an extra layer. A hoody, especially with the hood exposed, **must not** be worn underneath the college VET Trade, summer or winter uniform.

Hats

- It is compulsory for students to wear the college broad brimmed hat in Terms 1 and 4, to and from school, at recess, lunch and during outdoor activities.
- Hats should not be worn in the classroom.
- Non-school headwear such as beanies or baseball caps **are not permitted**

When a student is out of uniform

- A note from the parent/guardian is always required. The note must provide a reasonable explanation for why the student is out of uniform, as well as a date (no more than 2 days) by when the uniform breach will be rectified.
- In some circumstances, the parent/guardian may be contacted and the student sent home to rectify the issue
- If a student is out of uniform without a note, he may be asked to sit out of classes for the day in a supervised area
- Any item in breach of the points contained in the college uniform and dress code above will be removed and may be confiscated by a staff member and passed on to a House Coordinator.
- Upon a breach of the college uniform and dress code, demerit points may be issued and can lead to a detention.

VET Subject Listing

VET PROGRAM	VET QUALIFICATION TITLE & COURSE CODE
Agriculture	Certificate II in Agriculture - AHC20122
Animal Studies	Certificate II in Animal Care - ACM20121
Automotive	Certificate II in Automotive Vocational Preparation Motor Mechanics - AUR20720
Building and Construction	Certificate II in Building and Construction Pre-apprenticeship (Carpentry) - 22614VIC *
Business	Certificate III in Business - BSB30120 (SA)
Community Services	Certificate III in Community Services - CHC32015 (SA) */ ** Certificate III in Early Childhood Education and Care - CHC30121 */ **
Creative and Digital Media	Certificate III in Screen and Media - CUA31020 (SA) Certificate III in Screen and Media (Game Design) - CUA31020
Dance	Certificate II in Dance - CUA20120 (SA)
Design	Certificate III in Design Fundamentals (Design Basics) - CUA30720 Certificate III in Design Fundamentals (Graphic Design) - CUA30720 Certificate III in Design Fundamentals (Fashion/Interiors/Creative direction and styling) - CUA30720 ** Certificate II Apparel, Fashion and Textiles - MST20722
Electrical Industry	Certificate II in Electrotechnology Studies (Pre-vocational) - 22682VIC **
Engineering	Certificate II in Engineering Studies - 22632VIC (SA) Certificate II in Engineering Studies (Ford Engineers Program) - 22632VIC (SA)
Equine Studies	Certificate III in Equine Studies - 22513VIC (SA)
Furnishing	Certificate II in Furniture Making Pathways - MSF20522 (SA)
Hair and Beauty	Certificate II in Salon Assistant - SHB20216 Certificate III in Beauty Services - SHB30121 *
Health	Certificate III in Allied Health Assistance – HLT33021 (SA) * Certificate III in Health Services Assistance – HLT33015 (SA)
Horticulture	Certificate II in Horticulture – AHC20422
Hospitality	Certificate II in Hospitality – SIT20322 (SA) Certificate II in Cookery – SIT20421 (SA)
Information & Communications Technology	Certificate III in Information Technology – ICT30120 (SA)
Laboratory Skills	Certificate III in Laboratory Skills – MSL30122 (SA)
Music Industry	Certificate III in Music Industry (Performance) – CUA30920 (SA) Certificate III in Music Industry (Sound Production) – CUA30920 (SA)
Plumbing	Certificate II in Plumbing Pre-apprenticeship - 22569VIC *
Rail	Certificate II in Rail Fundamentals – 22681VIC **
Sport and Recreation	Certificate II in Sport and Recreation – SIS20122 Certificate III in Sport, Aquatics and Recreation - SIS30122 (SA)

(SA) *Scored Assessment Available*

***** *Partial Completion*

****** *Application Restrictions*

(SA) Scored Assessment Available

Indicates Scored assessment is available for the subject based on the Scored Unit 3 and 4 sequence.

VCE Contribution: Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of assessed coursework tasks and an end-of-year examination. This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study. Where a student elects not to receive a study score no contribution to the ATAR will be available.

*** Partial Completion**

The full certificate cannot be delivered in the time allocated for VET subjects; this decision is made with the approval of the VCAA and will not have any impact on the program credit to the 1&2 and 3&4 sequence – Training providers *may* offer bridging courses for those students who would like to complete the qualification post school. Students will receive a Statement of Attainment detailing the Units of Competency successfully completed.

**** Application Restrictions**

The following courses are subject to application restrictions:

- Certificate III in Early Childhood Education and Care - Students must have successfully completed year 10 to apply
- Certificate III in Community Services - Students must have successfully completed year 10 to apply
- Certificate III in Electrotechnology - Students must have successfully completed year 10 to apply
- Certificate III in Design Fundamentals at Whitehouse Institute of Design - Due to full day delivery (Wednesday), available to VCE VM students, and VCE students (in consultation with and approval from the Head of Mt Sion Learning)
- Certificate II in Rail Fundamentals at MCIE - Due to full day delivery (Thursday in Year One), available to Year 10, VCE VM students, and VCE students (in consultation with and approval from the Head of Mt Sion Learning)

VET Courses and delivery locations listed within the following pages are indicative and may be subject to change.

Delivery Location	Address
Bellarine Secondary College	Peninsula DR DRYSDALE
Belmont High School	12 Rotherham ST BELMONT
Covenant College – Trades Skills Centre	105 Creamery RD BELL POST HILL
Geelong High School	385 Ryrie ST EAST GEELONG
Geelong Industry Trade Training Centre (GITTC)	19 Indiana AVE CORIO
Melbourne City Institute of Education (MCIE)	Level 5, 259 Collins ST MELBOURNE
North Geelong Secondary College	130 Separation ST NORTH GEELONG
Sacred Heart College	61 Retreat RD NEWTOWN
Surf Coast Secondary College	75 White ST TORQUAY
The Gordon – City Campus	2 Fenwick ST GEELONG
The Gordon – East Campus	Boundary RD EAST GEELONG
Whitehouse Institute of Design	Level 4, 672 Bourke ST MELBOURNE

AHC20122 – Certificate II in Agriculture

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	Covenant College	Mandatory 40 hours	No	Full Qualification

The VCE VET Program Certificate II in Agriculture, provides an entry level occupational outcome in agriculture. Industry expects individuals with this qualification to carry out routine tasks under general supervision and exercise limited autonomy with some accountability for their own work. Job roles vary across different industry sectors and may include: Assistant Animal Attendant/Stockperson, Assistant Farm or Station Hand/Labourer.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Students who receive a VCE VET Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four studies).

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Caring for and Handling Livestock
- Beekeeping
- Egg Grading and Collection
- Operating and Maintaining Farm Machinery
- Treating Weeds and Plant Pests
- Soil Testing and Sampling
- Operating Tractors
- Applying Chemicals
- Sustainability & Work Health and Safety

Note: Uniform/PPE Required – Refer VET Uniform Page

Delivery:

Year 1 – Covenant College	Year 2 – Covenant College
Wednesday PM (1:30pm – 5:30pm) or Monday PM (1:30pm – 5:30pm)	Wednesday PM (1:30pm – 5:30pm) or Monday PM (1:30pm – 5:30pm)

ACM20121 – Certificate II in Animal Care

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon – East Campus Covenant College	Recommended	No	Full Qualification

The VCE VET Program Certificate II in Animal Care, provides students with a broad range of skills and knowledge to pursue a career or further training in the animal care and management industry in a range of areas such as: Animal control and regulation, animal technology, captive animals, pet grooming and veterinary nursing.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Students who receive a VCE VET Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four studies).

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Apply communication skills
- Assist in the health care of animals
- Participate in workplace health and safety processes
- Complete animal care hygiene routines
- Feed and water animals
- Participate in environmentally sustainable work practices
- Work in the animal care industry
- + five additional electives (determined by the training provider)

Delivery:

Year 1 – The Gordon - East Campus	Year 2 – The Gordon - East Campus
Wednesday PM (1:15pm – 5:15pm)	Monday PM (1:15pm – 5:15pm)
Year 1 – Covenant College	Year 2 – Covenant College
Wednesday PM (1:30pm – 5:30pm) or Monday PM (1:30pm – 5:30pm)	Wednesday PM (1:30pm – 5:30pm) or Monday PM (1:30pm – 5:30pm)

AUR20720 – Certificate II in Automotive Vocational Preparation (Motor Mechanics)

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon - East Campus GITTC	Recommended	No	Full Qualification

The VCE VET Program Certificate II in Automotive Vocational Preparation (Motor Mechanics), covers the skills and knowledge required to perform minor maintenance and repair of an automotive vehicle body.

This qualification reflects the role of individuals who perform a limited range of tasks relating to identifying and inspecting mechanical and electrical components and systems of light vehicles, heavy vehicles, outdoor power equipment, bicycles, marine craft and motorcycles.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Students who receive a VCE VET Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four studies).

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Follow environmental and sustainability best practice in an automotive workplace
- Follow safe working practices in an automotive workplace
- Identify automotive electrical systems and components
- Identify automotive mechanical systems and components
- Use and maintain tools and equipment in an automotive workplace
- Communicate effectively in an automotive workplace
- Resolve routine problems in an automotive workplace
- + Eight additional electives (determined by training provider)

Note: Uniform/PPE Required – Refer VET Uniform Page

Delivery:

Year 1 – The Gordon - East Campus	Year 2 – The Gordon - East Campus
Wednesday AM (9:00am – 1:00pm) or Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)
Year 1 – GITTC	Year 2 - GITTC
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

22614VIC - Certificate II Building & Construction Pre-apprenticeship (Carpentry)

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	St Joseph's College The Gordon - East Campus GITTC	Recommended	No	Partial Completion

The VCE VET program Certificate II in Building & Construction Pre-apprenticeship (Carpentry) aims to provide learners with basic industry specific skills and knowledge to enable transition into an apprenticeship within the building and construction industries at the Certificate III level. This pre-apprenticeship course consists of a core of common cross-sectoral modules that provide skills and knowledge in basic levelling, basic measurements and calculations, communication in the workplace, basic plans and drawings, onsite workplace safety practices and more. The course also introduces students to the application of specific materials, tools and equipment, and techniques used in a range of trade sectors.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Students who receive a VCE VET Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four studies).

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Apply basic leveling procedures
- Apply WHS requirements, policies and procedures in the construction industry
- Interpret and apply basic plans and drawings
- Prepare for work in the building and construction industry
- Identify and handle carpentry tools and equipment
- Perform basic setting out
- Carry out measurements and calculations
- Conduct workplace communication
- Construct a basic roof frame
- Construct basic sub-floor
- Construct basic wall frames
- Install basic external cladding
- Install basic window and door frames

Note: Uniform/PPE Required – Refer VET Uniform Page

Delivery:

Year 1 – The Gordon - East Campus	Year 2 – The Gordon - East Campus
Wednesday AM (9:00am – 1:00pm) or Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)
Year 1 - SJC	Year 2 - SJC
Wednesday AM (9:00am – 1:05pm) or Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm) or Thursday PM (1:30pm – 5:30pm)
Year 1 - GITTC	Year 2 - GITTC
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

BSB30120 – Certificate III in Business

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon – City Campus	Recommended	Yes	Full Qualification

The VCE VET Program Certificate III in Business provides students with the opportunity to develop a broad range of skills and knowledge to work in a variety of work contexts. This certificate reflects the role of individuals in a variety of Business Services job roles who carry out a range of routine procedural, clerical, administrative or operational tasks requiring technology and business skills. Individuals in these roles apply a broad range of competencies using some discretion, judgment and relevant theoretical knowledge and may also provide technical advice and support to a team.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Scored assessment *is available* (based on the Scored Units 3 and 4 sequence). Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of three coursework tasks, worth 66% of the overall study score, and an end-of-year examination which is worth 34% of the overall study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

Where a student elects not to receive a study score no contribution to the ATAR will be available.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Support personal wellbeing in the workplace
- Participate in sustainable work practices
- Use inclusive work practices
- Assist with maintaining workplace safety
- Apply critical thinking skills in a team environment
- Design and produce spreadsheets
- Create electronic presentations
- Write simple documents
- Engage in workplace communication
- Design and produce business documents
- Organise personal work priorities
- Deliver and monitor a service to customers
- Organise workplace information

Delivery:

Year 1 – The Gordon - City Campus	Year 2 – The Gordon - City Campus
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

CHC32015 – Certificate III in Community Services

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon – City Campus	Recommended	Yes	Partial Completion

The VCE VET Program Certificate III in Community Services is designed to provide 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 responding to clients. * *Students must have successfully completed year 10 to apply*

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Scored assessment **is available** (based on the Scored Units 3 and 4 sequence). Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of three coursework tasks, worth 66% of the overall study score, and an end-of-year examination which is worth 34% of the overall study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

Where a student elects not to receive a study score no contribution to the ATAR will be available.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Communicate and work in health or community services
- Follow safe work practices for direct client care
- Manage personal stressors in the work environment
- Work with diverse people
- Organise personal work priorities and development
- Support group activities
- Respond to client needs
- Implement participation and engagement strategies
- Work within a community development framework

Delivery:

Year 1 – The Gordon - City Campus	Year 2 – The Gordon - City Campus
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

CHC30121 – Certificate III in Early Childhood Education and Care

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon – City Campus	Mandatory 60hrs/year	No	Partial Completion

The VCE VET Program Certificate III Early Childhood Education and Care offers students the opportunity to support the implementation of an approved learning framework and support children's wellbeing, learning and development.

Students will have the opportunity to learn about the health, education and sociological aspects of Early Childhood Education to prepare you for work in a range of environments. Students will gain the skills to use organisational policies, procedures, and individual children's profiles, to plan activities and provide care to children. Students will also learn to facilitate leisure and play for children, enabling them to achieve their developmental outcomes. ** Students must have successfully completed year 10 to apply*

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Students who receive a VCE VET Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four studies).

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Meet legal and ethical obligations in children's education and care
- Observe children to inform practice
- Participate in workplace health and safety
- Provide First Aid in an education and care setting
- Work with diverse people
- Encourage understanding of Aboriginal and/or Torres Strait Islander peoples' cultures
- Support children to connect with the natural environment
- Work effectively in children's education and care
- Lead personal development

Delivery:

Year 1 – The Gordon - City Campus	Year 2 – The Gordon - City Campus
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

CUA31020 – Certificate III in Screen and Media

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon – City Campus	Recommended	Yes	Full Qualification

The VCE VET Program Certificate III in Screen and Media reflects the role of individuals who apply foundational skills and knowledge in skilled assistant or operator positions within the screen, media, and entertainment industries. The scope encompasses various technical environments, including interactive digital media, film, radio, broadcasting, and content creation. Graduates are prepared for roles such as Editing Assistant, Podcast Producer, and Technical Production Assistant, often working under direction while exercising discretion and providing technical support to a team.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Scored assessment *is available* (based on the Scored Units 3 and 4 sequence). Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of three coursework tasks, worth 66% of the overall study score, and an end-of-year examination which is worth 34% of the overall study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

Where a student elects not to receive a study score no contribution to the ATAR will be available.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Apply critical thinking skills in a team environment
- Apply work health and safety practices
- Work effectively in the creative arts industry
- Explore and apply the creative design process to 3D forms
- Plan and prepare program content
- Produce and prepare photo images
- Author interactive sequences
- Create 2D digital animations
- Create visual design components
- Explore and apply the creative design process to 2D forms
- Write content for a range of media

Delivery:

Year 1 – The Gordon - City Campus	Year 2 – The Gordon - City Campus
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

CUA31020 – Certificate III in Screen and Media (3D Game Design)

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon – City Campus	Recommended	No	Full Qualification

The VET Program Certificate III in Screen and Media (3D Game Design) is designed to equip students with entry level training in the exciting medium of 2D and 3D animation within the interactive digital media industries with the main focus on game design.

During the program students will learn to plan creations, sketch designs, create 2D animations, create 3D designs where students create models, textures and render objects and create characters. Students will also learn how to set up lighting and cameras as well as 3D animation principles.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Students who receive a VCE VET Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four studies).

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Apply work health and safety practices
- Work effectively in the creative arts industry
- Create 3D digital animations
- Create 3D digital models
- Explore and apply the creative design process to 3D forms
- Review and apply traditional animation principles
- Apply critical thinking skills in a team environment
- Create 2D digital animations
- Create visual design components
- Explore and apply the creative design process to 2D forms
- Plan and prepare program content

Delivery:

Year 1 – The Gordon - City Campus	Year 2 – The Gordon - City Campus
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

CUA20120 – Certificate II in Dance

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	Geelong High School Sacred Heart College	Recommended	Yes	Full Qualification

The VCE VET Program Certificate II in Dance (with selected units of competency from the Certificate III in Dance) reflects the role of individuals developing basic technical skills and knowledge to prepare for work in the live performance industry. The job roles that relate to this qualification may include trainee Indigenous dancer, trainee contemporary dancer or trainee musical theatre dancer.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Scored assessment *is available* (based on the Scored Units 3 and 4 sequence). Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of three coursework tasks, worth 50% of the overall study score, and an end-of-year performance examination which is worth 50% of the overall study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

Where a student elects not to receive a study score no contribution to the ATAR will be available.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Develop basic dance techniques
- Work effectively with others
- Prepare for live performances
- Follow safe dance practices
- Develop a basic level of physical condition for dance performance
- Incorporate artistic expression into basic dance performances
- Develop and apply creative arts industry knowledge
- Develop audition techniques
- Develop performance techniques
- + Two electives in the following styles: jazz, street, contemporary, lyrical, ballet, tap

Delivery:

Year 1 – Geelong High School	Year 2 – Geelong High School
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)
Year 1 – Sacred Heart College	Year 2 – Sacred Heart College
Wednesday PM (2:00pm – 4:00pm) plus online learning	Monday PM (2:00pm – 4:00pm) plus online learning

CUA30720 – Certificate III in Design Fundamentals (Design Basics)

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon – East Campus	Recommended	No	Full Qualification

The VET Program Certificate III in Design Fundamentals (Design Basics) covers technical and conceptual design skills across a range of Design industries.

Practice at this level is underpinned by an introduction to design theory, colour and history. Students will learn and apply skills to develop planning, layout, creative design and 3D modelling, while responding to a range of design briefs.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Students who receive a VCE VET Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four studies).

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Apply work health and safety practices
- Explore and apply the creative design process to 2D forms
- Explore the use of colour
- Evaluate the nature of design in a specific industry context
- Explore and apply the creative design process to 3D forms
- Source and apply information on the history and theory of design
- Follow a design process
- Produce creative work
- Produce drawings to communicate ideas
- Source and apply design industry knowledge
- Make scale models
- Produce computer-aided drawings

Delivery:

Year 1 – The Gordon – East Campus	Year 2 – The Gordon - East Campus
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

CUA30720 - Certificate III in Design Fundamentals (Fashion, Interiors or Creative Direction and Styling)

Duration	Training Locations	Placement	Scored	Outcome
1 Year 1 Day/Week	Whitehouse Institute, Melbourne	Recommended	No	Full Qualification

The VET Program Certificate III in Design Fundamentals (Fashion, Interiors or Creative Direction and Styling) covers technical and conceptual design skills across a range of Design industries.

Practice at this level is underpinned by an introduction to design theory, colour and history. Students will learn and apply skills to develop planning, layout, creative design and 3D modelling, while responding to a range of design briefs.

**Due to full day delivery (Wednesday), available to VCE VM students and VCE students in consultation with and approval from the Head of Learning only.*

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Students who receive a VCE VET Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four studies).

Program Content: The course consists of Units of Competency (UoC) completed over one year, these may include:

- Follow a design process
- Explore the use of colour
- Explore and apply the creative design process to 2D forms
- Explore and apply the creative design process to 3D forms
- Source and apply design industry knowledge
- Contribute to health and safety of self and others
- Produce drawings to communicate idea
- + Stream dependent electives: Fashion Visualisation, Interior Visualisation or Creative Direction and Styling Visualisation

Delivery:

One Year Course – Whitehouse Institute	
Wednesday FULL DAY (9:00am – 4:00pm)	

MST20722 – Certificate II in Apparel, Fashion and Textiles

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	Surf Coast Secondary College	Recommended	No	Full Qualification

The VET Program Certificate II in Apparel, Fashion and Textiles is the perfect starting point for anyone who loves fashion or working with fabric and design and who would like a career in the fashion industry. This course is an introductory overview of the fashion design and production process and is a great starter for gaining skills for further study or for developing a portfolio for entry into portfolio-based design courses.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Students who receive a VCE VET Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four studies).

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Work safely
- Sew materials by machine
- Work in the TCF industry
- Apply communication skills
- Identify and handle fabrics and textiles
- Assemble simple textile products
- Modify patterns
- Participate in environmentally sustainable work practices
- Prepare and communicate design concepts for simple textile products
- Make a simple headpiece
- Draw basic sketches of textile products
- Embellish textile products
- Prepare, design concept for a simple garment

Delivery:

Year 1 – Surf Coast Secondary College	Year 2 – Surf Coast Secondary College
Wednesday PM (1:00pm – 5:00pm)	Monday PM (1:00pm – 5:00pm)

22682VIC – Certificate II in Electrotechnology Studies (Pre-vocational)

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon – East Campus St Joseph’s College	Recommended	No	Full Qualification

The VCE VET Program Certificate II in Electrotechnology Studies (Pre-vocational) is a Victorian accredited curriculum that offers students the opportunity to develop their skills and knowledge across a range of electrical sectors, including electrical, electronics, refrigeration and mechanical engineering.

The course provides students the opportunity to learn about work health and safety, electrical concepts and applications, parts and components, communication, mathematics, electrical wiring and equipment and drawings and diagrams. ** Students must have successfully completed year 10 to apply*

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Students who receive a VCE VET Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four studies).

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Apply work health and safety regulations, codes and practices in the workplace
- Fix and secure electrotechnology equipment
- Install a sustainable extra low voltage energy power system
- Prepare for work in the electrotechnology industry
- Prepare to work safely in the construction industry
- Provide First Aid
- Solve problems in ELV single path circuits
- Carry out basic network cabling for extra low voltage (ELV) equipment and devices
- Establish the basic operating conditions of air conditioning systems
- Fabricate, assemble and dismantle utilities industry components
- Plan and complete a basic electrotechnology project
- Use test instruments in the electrotechnology industry
- Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply
- Perform energy sector installations of extra low voltage (ELV) single path circuits

Note: Uniform/PPE Required – Refer VET Uniform Page

Delivery:

Year 1 – The Gordon - East Campus	Year 2 – The Gordon – East Campus
Wednesday AM (9:00am – 1:00pm) or Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)
Year 1 – St Joseph’s College	Year 2 – St Joseph’s College
Wednesday PM (1:30pm – 5:30pm)	Wednesday AM (9:00am – 1:05pm)

22632VIC – Certificate II in Engineering

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon – East Campus GITTC	Recommended	Yes	Full Qualification

The VCE VET Program Certificate II in Engineering aims to instil positive perceptions of the engineering related industries by introducing young people to the wide range of employment opportunities, career choices and study pathways to further training in the engineering, manufacturing and related industries.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Scored assessment *is available* (based on the Scored Units 3 and 4 sequence). Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of three coursework tasks, worth 66% of the overall study score, and an end-of-year examination which is worth 34% of the overall study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

Where a student elects not to receive a study score no contribution to the ATAR will be available.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Apply basic fabrication techniques
- Apply occupational health and safety principles in engineering environment
- Interpret and prepare basic two and three dimensional engineering drawings
- Perform basic machining processes
- Report on the sectors and employment in the manufacturing, engineering and related industries
- Safely use hand tools and hand-held power tools for general engineering applications
- Perform intermediate engineering computations
- Undertake a basic engineering project
- + additional elective (determined by training provider)

Note: Uniform/PPE Required – Refer VET Uniform Page

Delivery:

Year 1 – The Gordon – East Campus	Year 2 – The Gordon – East Campus
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)
Year 1 – GITTC	Year 2 – GITTC
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

22632VIC – Certificate II in Engineering (Ford Engineers Program)

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	GITTC	Recommended	Yes	Full Qualification

The VCE VET Program Certificate II in Engineering (Ford Young Engineers Program) aims to instil positive perceptions of the engineering related industries by introducing young people to the wide range of employment opportunities, career choices and study pathways to further training in the engineering, manufacturing and related industries.

The course provides students with the basic knowledge and practical skills necessary to work effectively in the automotive engineering and design environment (entry level). Students will study basic engineering and design with an automotive focus.

Ford Australia support the course with the provision of class resources and the opportunity for students to visit Ford sites and apply for optional work placement with Ford.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Scored assessment *is available* (based on the Scored Units 3 and 4 sequence). Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of three coursework tasks, worth 66% of the overall study score, and an end-of-year examination which is worth 34% of the overall study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

Where a student elects not to receive a study score no contribution to the ATAR will be available.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Apply basic fabrication techniques
- Apply occupational health and safety principles in engineering environment
- Interpret and prepare basic two and three dimensional engineering drawings
- Perform basic machining processes
- Report on the sectors and employment in the manufacturing, engineering and related industries
- Safely use hand tools and hand-held power tools for general engineering applications
- Perform intermediate engineering computations
- Undertake a basic engineering project
- + additional elective (determined by training provider)

Note: Uniform/PPE Required – Refer VET Uniform Page

Delivery:

Year 1 – GITTC	Year 2 – GITTC
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

22513VIC – Certificate III in Equine Studies

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	Bellarine Secondary College	Recommended	Yes	Full Qualification

The VCE VET Program Certificate III in Equine Studies provides a pathway to employment in different sectors of the equine industry in roles such as stable-hands or stud hands, or further study in a range of equine or equine related qualifications in horse breeding, sport or racing.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Scored assessment *is available* (based on the Scored Units 3 and 4 sequence). Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of three coursework tasks, worth 66% of the overall study score, and an end-of-year examination which is worth 34% of the overall study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

Where a student elects not to receive a study score no contribution to the ATAR will be available.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Handle horses
- Apply knowledge of horse behaviour
- Work effectively in an equine organisation
- Identify equine anatomy
- Work safely in industries with horses
- Demonstrate basic horse riding and driving skills
- Assist in the preparation of a horse for an event
- Provide first aid
- Implement horse health and welfare practices
- Implement and monitor horse feeding programs
- Relate equine form to function
- Identify and describe equine physiology

Delivery:

Year 1 – Bellarine Secondary College	Year 2 – Bellarine Secondary College
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

MSF20522 – Certificate II in Furniture Making Pathways

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon – East Campus	Recommended	Yes	Full Qualification

The VCE VET Program Certificate II in Furniture Making is an entry level qualification for students interested in furniture making and related furnishing trades. It builds broad workshop skills and knowledge in areas such as furniture assembly, making timber joints, using hand and power tools, basic design and surface preparation, helping students take their first step towards apprenticeships or further training in cabinet making, furniture manufacturing and related industries.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Scored assessment *is available* (based on the Scored Units 3 and 4 sequence). Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of three coursework tasks, worth 66% of the overall study score, and an end-of-year examination which is worth 34% of the overall study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

Where a student elects not to receive a study score no contribution to the ATAR will be available.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Demonstrate care and apply safe practices at work
- Develop a career plan for the furnishing industry
- Participate in environmentally sustainable work practices
- Join furnishing materials
- Produce simple scale drawings by hand
- Source and review information about furnishing product materials
- Use furniture making hand and power tools
- Work in a team
- Make measurements and calculations
- Undertake a basic furniture project
- Assemble furnishing products
- Select and apply hardware
- Prepare surfaces
- Make measurements and calculations

Note: Uniform/PPE Required – Refer VET Uniform Page

Delivery:

Year 1 – The Gordon – East Campus	Year 2 – The Gordon – East Campus
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

SHB20216 – Certificate II in Salon Assistant

Duration	Training Locations	Placement	Scored	Outcome
1 Year ½ Day/Week	The Gordon – City Campus	Mandatory 40 hours	No *Unit 1 and 2 only	Full Qualification

The VCE VET Program Certificate II in Salon Assistant develops basic skills and knowledge to assist with client services in the hair and beauty industry, and provides a pathway into a hairdressing or barbering apprenticeship.

Note: Whilst there isn't a course specially for VET Barbering, the VET Certificate II in Salon Assistance course provides a pathway into Barbering (as an Apprentice or Full Time Student). This course includes delivery of 9 units that contribute/credit into the Certificate III in Barbering course. Where students are interested in Barbering, elements of delivery can be adapted to cover this area of interest.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: This course provides contribution to the VCE for a Unit 1 and 2 sequence only.

This course **will not** provide a contribution towards an ATAR.

Program Content: The course consists of Units of Competency (UoC) completed over one year, these may include:

- Communicate as part of a salon team
- Comply with organisational requirements within a personal services environment
- Conduct salon financial transactions
- Contribute to health and safety of self and others
- Dry hair to shape
- Greet and prepare clients for salon services
- Maintain and organise tools, equipment and work areas
- Provide shampoo and basin services
- Braid hair
- Receive and handle retail stock
- Recommend products and services
- Research and use hairdressing industry information

Note: Course Materials Required – refer to The Gordon information

Delivery:

One Year Course – The Gordon – City Campus	
Wednesday PM (1:30pm – 5:30pm)	

SHB30121 – Certificate III in Beauty Services

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon – City Campus North Geelong Secondary College	Recommended	No	Partial Completion

The VCE VET Program Certificate III in Beauty Services provides skills and knowledge to work as a beautician, providing a range of beauty services including nail, lash and brow, and basic make-up services. Develop a range of technical and customer service skills where discretion and judgement are required, including client consultation on beauty products and services.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Students who receive a VCE VET Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four studies).

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Apply safe hygiene, health and work practices
- Comply with organisational requirements within a personal services environment
- Design and apply make-up
- Provide lash and brow services
- Sell to the retail customer
- Design and apply make-up for photography
- Apply cosmetic tanning products
- Conduct salon financial transactions
- Maintain ethical and professional standards when using social media and online platforms
- Provide manicure and pedicure services
- Provide salon services to clients
- Use electric file equipment for nail services

Note: Course Materials Required – Refer to Course Provider Information

Delivery:

Year 1 – The Gordon – City Campus	Year 2 – The Gordon – City Campus
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)
Year 1 – North Geelong Secondary College	Year 2 – North Geelong Secondary College
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

HLT33021 – Certificate III in Allied Health Assistance

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon – City Campus	Recommended	Yes	Partial Completion

The VCE VET Program Certificate III in Allied Health Assistance provides students with the knowledge and skills that will enhance their employment prospects in the health industry. This partial qualification reflects the role of new worker wanting to become an Allied Health Assistant and gain entry to the aged care, disability and other health sectors. Workers may provide assistance, under the delegation and supervision of Allied Health Professionals (AHPs). Supervision may be direct, indirect or remote, according to the individual Allied Health Assistant's scope of practice and experience.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Scored assessment *is available* (based on the Scored Units 3 and 4 sequence). Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of three coursework tasks, worth 66% of the overall study score, and an end-of-year examination which is worth 34% of the overall study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

Where a student elects not to receive a study score no contribution to the ATAR will be available.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Apply basic principles and practices of infection prevention and control
- Communicate and work in health or community services
- Participate in workplace health and safety
- Work with diverse people
- Assist with movement
- Organise personal work priorities
- Respond effectively to behaviours of concern
- Interpret and apply medical terminology appropriately
- Recognise healthy body systems
- Take clinical measurements

Delivery:

Year 1 – The Gordon - City Campus	Year 2 – The Gordon - City Campus
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

HLT33115 – Certificate III in Health Services Assistance

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	St Joseph's College	Recommended	Yes	Full Qualification

The VCE VET Program Certificate III in Health Services Assistance provides students with a broad range of skills and knowledge to pursue a career or further training across a range of health-related areas in entry level roles. This certificate prepares students for support roles in hospitals and other health care settings, working under the direction of nursing and clinical staff. This qualification provides a strong pathway towards further study in nursing, allied health or community services.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Scored assessment *is available* (based on the Scored Units 3 and 4 sequence). Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of three coursework tasks, worth 66% of the overall study score, and an end-of-year examination which is worth 34% of the overall study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

Where a student elects not to receive a study score no contribution to the ATAR will be available.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Organise personal work priorities and development
- Participate in workplace health and safety
- Communicate and work in health or community services
- Work with diverse people
- Maintain a high standard of service
- Respond effectively to behaviours of concern
- Provide First Aid
- Perform general cleaning tasks in a clinical setting
- Apply basic principles and practices of infection prevention and control
- Assist with movement
- Prepare and maintain beds
- Interpret and apply medical terminology appropriately
- Recognise healthy body systems
- Take clinical measurements
- Engage with health professionals and the health system

Delivery:

Year 1 – St Joseph's College	Year 2 – St Joseph's College
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

AHC20422 – Certificate II in Horticulture

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	Bellarine Secondary College	Recommended	No	Full Qualification

The VCE VET Program Certificate II in Horticulture is a nationally recognised qualification that equips students with the skills and knowledge for a range of entry level horticulture job roles. Employment opportunities may include nursery worker, assistant landscaper, assistant parks or gardens worker. The course includes a range of hands-on skills accompanied by relevant theory work.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Students who receive a VCE VET Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four studies).

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Recognise plants
- Treat plant pests, diseases and disorders
- Assist with soil/growing media sampling
- Participate in WHS processes
- Pot up plants
- Undertake propagation activities
- Maintain indoor plants
- Operate basic machinery and equipment
- Care for nursery plants
- Support gardening work
- Plant trees and shrubs
- Prune shrubs and trees
- Treat weeds
- Participate in environmentally sustainable work practices
- Use and maintain basic work hand tools and equipment for garden and farm

Delivery:

Year 1 – Bellarine Secondary College	Year 2 – Bellarine Secondary College
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

SIT20322 – Certificate II in Hospitality

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon – City Campus	Recommended	Yes	Full Qualification

The VCE VET Program Certificate II in Hospitality is an entry-level qualification that builds the core skills needed to work in cafés, restaurants, hotels and catering venues. It focuses on customer service, food and beverage service, and hygienic work practices so students can confidently support day-to-day front-of-house operations. Students develop practical abilities such as taking orders, serving food and drinks, working as part of a team and using workplace technology.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Scored assessment *is available* (based on the Scored Units 3 and 4 sequence). Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of three coursework tasks, worth 66% of the overall study score, and an end-of-year examination which is worth 34% of the overall study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

Where a student elects not to receive a study score no contribution to the ATAR will be available.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Interact with customers
- Participate in safe work practices
- Show social and cultural sensitivity
- Source and use information on the hospitality industry
- Use hospitality skills effectively
- Work effectively with others
- Participate in sustainable work practices
- Prepare and serve espresso coffee
- Provide responsible service of alcohol
- Use hygienic practices for food safety
- Clean and tidy bar areas
- Prepare and serve non-alcoholic beverages
- Process financial transactions
- Provide advice on food
- Serve food and beverage

Delivery:

Year 1 – The Gordon - City Campus	Year 2 – The Gordon - City Campus
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

SIT20421 – Certificate II in Cookery

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon – City Campus GITTC	Recommended	Yes	Full Qualification

The VCE VET Program Certificate II in Cookery is an entry-level qualification that introduces students to working in a commercial kitchen, building the fundamental skills needed for roles such as kitchen hand or assistant cook. It focuses on safe food handling, basic food preparation, using commercial kitchen equipment, following standard recipes and working effectively in a fast-paced team environment.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Scored assessment *is available* (based on the Scored Units 3 and 4 sequence). Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of three coursework tasks, worth 66% of the overall study score, and an end-of-year examination which is worth 34% of the overall study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

Where a student elects not to receive a study score no contribution to the ATAR will be available.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Clean kitchen premises and equipment
- Participate in safe work practices
- Prepare dishes using basic methods of cookery
- Receive store and maintain stock
- Use food preparation equipment
- Use hygienic practices for food safety
- Package prepared foodstuffs
- Prepare and present sandwiches
- Prepare and present simple dishes
- Work effectively in a commercial kitchen
- Prepare appetisers and salads
- Prepare stocks sauces and soups
- Prepare vegetable fruit eggs and farinaceous dishes

Note: Course Materials and PPE Required – Refer to Course Provider Information

Delivery:

Year 1 – The Gordon - City Campus	Year 2 – The Gordon - City Campus
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)
Year 1 – GITTC	Year 2 – GITTC
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

ICT30120 – Certificate III in Information Technology

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon – City Campus	Recommended	Yes	Full Qualification

The VCE VET Program Certificate III in Information Technology is a nationally recognised qualification which reflects the role of individuals competent across a comprehensive range of Information and Communications Technology (ICT) specializations, including networking, programming, cloud computing basics, digital media and cyber awareness.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Scored assessment *is available* (based on the Scored Units 3 and 4 sequence). Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of three coursework tasks, worth 66% of the overall study score, and an end-of-year examination which is worth 34% of the overall study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

Where a student elects not to receive a study score no contribution to the ATAR will be available.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Apply introductory programming techniques
- Develop and extend critical and creative thinking skills
- Securely manage personally identifiable information and workplace information
- Work in a team
- Evaluate characteristics of cloud computing solutions and services
- Run standard diagnostic tests
- Use computer operating systems and hardware
- Identify IP, ethics and privacy policies in ICT environments
- Provide ICT advice to clients
- Install, configure and secure a small office or home office network
- Maintain and repair ICT equipment and software
- Provide basic system administration

Delivery:

Year 1 – The Gordon - City Campus	Year 2 – The Gordon - City Campus
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

MSL30122 – Certificate III in Laboratory Skills

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon – City Campus	Recommended	Yes	Full Qualification

The VCE VET Program Certificate III in Laboratory Skills provides students with the knowledge and skills required for the day-to-day operation of a laboratory and associated technical tasks following set procedures and scientific methods. Students gain experience in planning and conducting laboratory or field work, collecting and preparing samples, performing basic tests and measurements, using microscopes and other lab equipment and accurately recording and presenting data while following strict safety and quality procedures. This provides students with a range of skills and knowledge to pursue a career or further training in enterprises and industry sectors such as, biotechnology, biomedical research, pathology testing, mining, chemical, forensic science, environmental analysis, process manufacturing, food and beverage processing and education.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Scored assessment *is available* (based on the Scored Units 3 and 4 sequence). Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of three coursework tasks, worth 66% of the overall study score, and an end-of-year examination which is worth 34% of the overall study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

Where a student elects not to receive a study score no contribution to the ATAR will be available.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Apply communication skills
- Participate in laboratory or field workplace safety
- Plan and conduct laboratory/field work
- Record and present data
- Collect routine site samples
- Maintain a laboratory/field workplace fit for purpose
- Perform basic tests
- Receive and prepare samples for testing
- Contribute to the achievement of quality objectives
- Perform microscopic examination
- Perform techniques that prevent cross contamination
- Prepare culture media
- Prepare working solutions

Delivery:

Year 1 – The Gordon - City Campus	Year 2 – The Gordon - City Campus
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

CUA30920 – Certificate III in Music Industry (Performance)

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	Belmont High School Sacred Heart College	Recommended	Yes	Full Qualification

The VCE VET Program Certificate III in Music Industry is an entry-level qualification for students who want to explore the music industry while developing fundamental performance and sound skills. Students work under supervision to rehearse and perform simple pieces, use basic music technology and audio equipment, and build core industry skills such as working safely, collaborating in ensembles and understanding how the music and creative industries operate.

The *Music Performance* specialisation focuses on developing live performance skills as a band or solo artist, along with the professionalism needed for real industry work. Core units of competency in the program include developing and updating industry knowledge, dealing with copyright and working effectively in the industry. The elective units in the program allow students to focus on an area of their interest such as performing simple pieces and incorporating technology, creating simple compositions including lyric writing and making demonstration recordings (demos) and improvisation, stagecraft and ensemble skills.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Scored assessment *is available* (based on the Scored Units 3 and 4 sequence). Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of three coursework tasks, worth 50% of the overall study score, and an end-of-year performance examination which is worth 50% of the overall study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

Where a student elects not to receive a study score no contribution to the ATAR will be available.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Implement copyright arrangements
- Work effectively in the music industry
- Plan a career in the creative arts industry
- +3 Electives from the Music Industry Elective bank (will be determined by Training Provider)
- Develop technical skills in performance
- Prepare for musical performances
- Develop and perform musical improvisation
- Develop and apply stagecraft skills
- + 1 Elective: Perform music as part of a group / Perform music as a soloist

Delivery:

Year 1 – Belmont High School	Year 2 – Belmont High School
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)
Year 1 – Sacred Heart College	Year 2 – Sacred Heart College
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

CUA30920 – Certificate III in Music Industry (Sound Production)

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	Geelong High School	Recommended	Yes	Full Qualification

The VCE VET Program Certificate III in Music Industry is an entry-level qualification for students who want to explore the music industry while developing fundamental performance and sound skills. Students work under supervision to rehearse and perform simple pieces, use basic music technology and audio equipment, and build core industry skills such as working safely, collaborating in ensembles and understanding how the music and creative industries operate.

The *Sound Production* specialisation is designed for students who wish to develop technical skills in recording, mixing and live sound. Depending on the electives chosen, students learn how to set up and operate microphones, PA systems and related audio equipment and how to use digital audio software to capture, edit and mix sound to a professional standard.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Scored assessment *is available* (based on the Scored Units 3 and 4 sequence). Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of three coursework tasks, worth 66% of the overall study score, and an end-of-year examination which is worth 34% of the overall study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

Where a student elects not to receive a study score no contribution to the ATAR will be available.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Implement copyright arrangements
- Work effectively in the music industry
- Plan a career in the creative arts industry
- +3 Electives from the Music Industry Elective bank (will be determined by Training Provider)
- Operate sound reinforcement systems
- Record and mix basic music demos
- Install and disassemble audio equipment
- Mix music in studio environments
- Manage audio input sources

Delivery:

Year 1 – Geelong High School	Year 2 – Geelong High School
Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

22569VIC – Certificate II in Plumbing (Pre-apprenticeship)

Duration	Training Locations	Placement	Scored	Outcome
2 Years ½ Day/Week	The Gordon – East Campus	Recommended	No	Partial Completion

The VCE VET Program Certificate II in Plumbing (Pre-apprenticeship) provides students with basic industry specific skills and knowledge to enable transition into an apprenticeship or traineeship within the plumbing industry at the Certificate III level. The course is designed specifically for those interested in obtaining employment as a plumbing apprentice in one of the various domestic or commercial/industrial sectors of the plumbing industry.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Students who receive a VCE VET Units 3 and 4 sequence will be eligible for an increment towards their ATAR (10 per cent of the lowest study score of the primary four studies).

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Apply OHS requirements, policies and procedures in the construction industry
- Carry out interactive workplace communication
- Carry out measurements and calculations
- Prepare to work in the plumbing industry
- Prepare to work safely in the construction industry
- Read and interpret plans and specifications
- Use basic plumbing hand tools
- Use plumbing pipes, fittings and fixtures to simulate plumbing installations
- Apply basic sheet metal practices
- Cut and penetrate building materials and structures
- Fabricate simple plumbing pipe systems
- Produce technical drawings
- Use and apply basic levelling equipment for plumbing
- Use basic power tools

Note: Uniform/PPE Required – Refer VET Uniform Page

Delivery:

Year 1 – The Gordon - East Campus	Year 2 – The Gordon – East Campus
Wednesday AM (9:00am – 1:00pm) or Wednesday PM (1:30pm – 5:30pm)	Monday PM (1:30pm – 5:30pm)

22681VIC – Certificate II in Rail Fundamentals

Duration	Training Locations	Placement	Scored	Outcome
2 Years 1 Day/Week	Melbourne City Institute of Education (MCIE)	Recommended	No *Unit 1 and 2 only	Full Qualification

The VET Program in Certificate II in Rail Fundamentals provides students with basic knowledge and a realistic preview of the heavy (train) and light (tram) rail industry in Victoria. Students are taught in a combination of structured learning, self-directed learning and hands on training in a simulated work environment.

**Due to full day delivery (Tuesday) available to Year 10, VCE VM students and VCE students in consultation with and approval from the Head of Learning only.*

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: This course provides contribution to the VCE for a Unit 1 and 2 sequence only.

This course **will not** provide a contribution towards an ATAR.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Apply safety awareness in a rail environment
- Investigate heavy and light rail systems fundamentals
- Investigate and report on rail network infrastructure fundamentals
- Investigate and report on rolling stock fundamentals
- Investigate and report on rail network operations
- Provide service to internal and external rail customers
- Use communication systems
- Work effectively with others in a team
- Source and present researched information on a rail industry area
- Investigate and report on new and emerging technologies in rail
- Prepare for employment in the rail industry

Delivery:

Year 1 – MCIE	Year 2 – MCIE
Thursday FULL DAY (11:00am – 3:00pm)	Tuesday FULL DAY (11:00am – 3:00pm)

*If sufficient applications are received, the training provider may consider a Geelong based delivery

SIS20122 Certificate II in Sport and Recreation

Duration	Training Locations	Placement	Scored	Outcome
1 Year ½ Day/Week	North Geelong Secondary College	Recommended	No *Unit 1 and 2 only	Full Qualification

The VET Program in Certificate II in Sport and Recreation is an entry-level qualification that prepares students to assist with the delivery of sport, aquatics and recreation activities in places such as community centres, sporting clubs and leisure or aquatic facilities. The course builds practical skills in areas like responding to emergencies, following workplace health and safety procedures, assisting with recreation sessions and working effectively in a sport and recreation team. This qualification provides a pathway to work for any type of sport, aquatic or recreation organisation including commercial, not-for-profit, community and government organisations.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: This course provides contribution to the VCE for a Unit 1 and 2 sequence only.

This course **will not** provide a contribution towards an ATAR.

Program Content: The course consists of Units of Competency (UoC) completed over one year, these may include:

- Participate in workplace health and safety
- Assist in conducting recreation sessions
- Minimise environmental impact
- Maintain sport, fitness and recreation industry knowledge
- Provide First Aid
- + Electives (will be determined by Training Provider)

Delivery:

Year 1 – North Geelong Secondary College	
Wednesday PM (1:30pm – 5:30pm)	

SIS30122 – Certificate III in Sport, Aquatics & Recreation

Duration	Training Locations	Placement	Scored	Outcome
2 Years Timetabled	St Joseph's College	Recommended	Yes	Full Qualification

The VCE VET Certificate III in Sport and Recreation program is drawn from a national training package and offers portable qualifications which are recognised throughout Australia. These qualifications provide students with the opportunity to acquire and develop the skills, knowledge and confidence to work in the areas of sport and outdoor recreation related industries. Leadership, organisational and specialist activity skills will be developed through the units of competency undertaken in the selected program. Students participate in practical sessions under guidance to develop their practices.

Recognition within the VCE and VCE VM: This course contributes towards VCE and VCE VM.

VCE Contribution: Scored assessment *is available* (based on the Scored Units 3 and 4 sequence). Students wishing to receive an ATAR contribution must undertake scored assessment for the purpose of achieving a study score. This consists of three coursework tasks, worth 66% of the overall study score, and an end-of-year examination which is worth 34% of the overall study score.

This study score can contribute directly to the ATAR, either as one of the student's best four studies (the primary four) or as a fifth or sixth study increment.

Where a student elects not to receive a study score no contribution to the ATAR will be available.

Program Content: The course consists of Units of Competency (UoC) completed over two years; these may include:

- Participate in workplace health and safety
- Provide quality service
- Respond to emergency situations
- Maintain activity equipment
- Maintain sport fitness and recreation industry knowledge
- Provide First Aid
- Provide cardiopulmonary resuscitation
- Participate in conditioning for sport
- Organise personal work priorities
- Continuously improve officiating skills and knowledge
- Respond to interpersonal conflict
- Conduct sport coaching sessions with foundation level participants
- Participate in WHS hazard identification, risk assessment and risk compliance processes
- Deliver recreation sessions
- Facilitate groups

Delivery:

Year 1 – St Joseph's College	Year 2 – St Joseph's College
Timetabled	Timetabled

School Based Apprenticeships and Traineeships (SBATs)

What is a School Based Apprenticeship / Traineeship (SBAT)?

An SBAT offers students the option of combining their senior VCE VM or VCE studies with part-time employment and training.

For an SBAT to be registered it must be under a training contract with an employer (the student becomes an employee of the company/business) include paid work that is relevant to the qualification being undertaken, lead to a nationally recognised qualification (and at a level appropriate for the student) and be integrated into a student's career plan and study timetable and be endorsed by SJC – to ensure the SBAT is in the best interest of the student, their studies and career pathway.

Training Contract – An agreement signed by the Employer and the apprentice or trainee (and a parent or guardian if applicable) specifying the type of apprenticeship or traineeship to be undertaken. It details the training obligations of Employers and apprentices or trainees. It contains details of the commencement date for training, the duration of the training and the workplace location at which the apprentice or trainee will receive practical experience. (Ref: Department of Education and Training – Guide to establish and deliver SBATs)

Who can undertake an SBAT?

SBATs at SJC are available to students who are enrolled into:

- Year 11 and 12 VCE VM
- Year 11 and 12 VCE (must be approved by Head of Mt Sion Learning)

**Students must be an Australian Citizen or Permanent Resident.*

What are the benefits of an SBAT?

Undertaking an SBAT whilst completing your senior secondary certificate allows you to:

- incorporate vocational training into your senior schooling
- gain credit towards VCE or VCE VM Certificate whilst following the career or study pathway of your choice
- gain valuable skills, knowledge and on-the-job experience with industry professionals
- get a head-start on your career
- earn an income

How does an SBAT work?

To begin a School-Based Apprenticeship or Traineeship (SBAT), a student must first have an employer willing to offer and support the SBAT arrangement. The employer and student must inform SJC of their intention to proceed. Once SJC approves the SBAT—confirming it fits the student's pathway and timetable—they can then contact an Apprentice Connect Australia Provider (ACAP) to start the training contract.

At the meeting, the ACAP will outline the contract details, training provider, and any entitlements linked to the SBAT (such as government incentives or employment award conditions).

The training contract must be signed by the employer, the student, and a parent/guardian (for students under 18). Signing the contract officially starts the SBAT. After it is lodged and processed by the state training authority (which may take 4–6 weeks), the chosen VET provider can begin enrolment and training.

For select industries, the Geelong region has SBAT opportunities that students can apply to undertake. These are most commonly School Based Traineeships that are delivered over a 12-month duration. Students must complete an additional application form to be considered for the below courses (which are subject to change).

SBATs available for application *may* include

Industry	Course
Business	Certificate II in Workplace Skills Certificate III in Business Offers with Banking and Finance and Corporate Health Sector (ATSI applicants)
Education	Certificate III in Early Childhood Education and Care
Health and Community	Certificate III in Allied Health Assistance Certificate III in Community Services Certificate III in Health Services Assistance
Horticulture	Certificate II in Horticulture (DAAWS applicants) Certificate III in Horticulture
Hospitality	Certificate II in Baking (DAAWS applicants) Certificate II in Food Processing (Baking Assistant) Certificate III in Food Processing (Baking) Certificate III in Food Processing (Retail) Certificate III in Hospitality
Warehousing and Logistics	Certificate II or III in Supply Chain Operations (DAAWS applicants)

DAAWS – Disability Australian Apprentice Wage Support

DAAWS encourages Employers to provide Apprenticeships to people with a permanent or temporary disability. A DAAWS assessment must be undertaken by a registered medical practitioner or registered psychologist who is qualified to make a diagnosis of disability.

How often does an SBAT attend work and training?

SBAT students must complete at least seven hours of paid work and six hours of training each week during normal school hours. These hours may be averaged over three four-month periods each year of the SBAT.

Most SBATs are structured so that students attend one afternoon or full day at their VET provider and one full day in the workplace each week. While this is often scheduled for Wednesdays and Fridays, days may vary depending on the course and training provider.

Some courses require additional time (e.g., a full block week every 2–3 months). These requirements must be discussed with the VET Coordinator.

Fees and charges

There are additional fees associated with undertaking an SBAT. These fees are set by the external training provider not the College, and are payable directly to them. Costs will vary depending on the training provider, the course, and the student's eligibility (for example, holding a concession or health care card).

Depending on the employment award or registered agreement under which the SBAT is employed, students may be entitled to reimbursement of training costs, fees, or textbooks. For further information, please refer to the Fair Work website and the "Guide to Starting an Apprenticeship" at <https://www.fairwork.gov.au/>

How does an SBAT contribute to the VCE or VCE VM?

An SBAT can contribute towards a student's senior VCE studies or VCE Vocational Major (VCE VM). For qualifications at Certificate II level or higher, students earn one VCE unit / VCE VM credit for every 90 hours of completed Units of Competency (UoC).

Most SBAT students will be enrolled in UoC totalling at least 180 nominal hours per year.

Nominal hours – The recommended supervised and non-supervised hours required to sufficiently cover the content of each unit. This may include face to face delivery, online learning, private study / assignment work or industry placement.

For VCE students: Students who successfully complete UoC totalling a minimum of 360 nominal hours *may* be eligible for a Units 1–4 sequence, usually completed over two years (180+ nominal hours each year).

Students who receive a VCE Units 3–4 sequence through their SBAT *may* also be eligible for a fifth or sixth ATAR increment (10% of your fourth study in the primary four scaled studies) towards your ATAR.

Recognition of Prior Training

A student who moves from a VET program into an SBAT may be eligible for credit transfer (CT) for any Units of Competency (UoC) previously completed.

However, students will not receive additional VCE or VCE VM credit for UoC that are credited toward their SBAT qualification from a prior VET course.

Who can I see about getting an SBAT?

Students interested in pursuing a School-Based Apprenticeship or Traineeship (SBAT) are encouraged to consider the following:

Meet with the Careers Coordinator to discuss whether an SBAT aligns with your career goals and whether it can be integrated into your school program.

Reflect on workload: Can you manage employment, training and your senior secondary studies at this time?

Consider the impact on your VCE or VCE VM program: Will an SBAT add pressure to your current study load?

Think about transport: If you do not yet have your licence, do you have reliable transport to get to work and training?

Research opportunities:

- How will you find a suitable employer?
- Do you have contacts in your preferred industry?
- Are there local employers nearby, or are you prepared to travel?
- What can you do to improve your résumé and increase your chances of securing an SBAT?

Students are encouraged to register with local Apprentice Connect Australia Providers (ACAPs) and Group Training Organisations (GTOs) that can assist with finding opportunities or connecting you with potential employers. Students are also encouraged to join Geelong Careers

<https://www.geelongcareers.org.au/>